

brother®

**How To Get The Most Out Of Your
Professional 440
Electronic Typewriter**

INSTRUCTION MANUAL

BROTHER Professional 440 ELECTRONIC TYPEWRITER

Please record in the blank spaces below the **MODEL NO.** and **SERIAL NO.** of this typewriter. The **MODEL NO.** and **SERIAL NO.** are located on the back of the typewriter.

MODEL NO. _____ **SERIAL NO.** _____

Please keep these numbers in a safe place for possible future reference.

Important Notice

"This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- reorient the receiving antenna
- relocate the typewriter with respect to the receiver
- move the typewriter away from the receiver
- plug the typewriter into a different outlet so that the typewriter and receiver and on different branch circuits

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions.

INTRODUCING THE Professional 440

Congratulations on becoming the proud owner of a Brother Professional 440 electronic typewriter! We are confident that the unbeatable quality and superb performance of this electronic typewriter will more than satisfy your every typing need. In fact, we can assure you that the outstanding features of the Professional 440 will take away all the chores of typing that seem to come with other typewriters, thus making your life at work that much happier!



FEATURES

The outstanding features of the Brother Professional 440 will make typing on this electronic typewriter the highlight of your working day.

- Standard, international and symbol keyboard selection
- 1, 1.5, 2, 3 line spacings
- 10, 12, 15 typing pitches
- Impact selector
- Automatic paper insert
- Caps lock
- Half backspace
- Express backspace
- Decimal tabulation
- Line indent & paragraph indent
- Automatic carrier return
- Repeat typing for all keys
- Right margin flush
- Bold typing
- Automatic underlining
- Superscript & subscript
- Automatic centering
- 1-line correction memory
- Automatic relocation
- Word Out
- 5K text memory
- Automatic line formatting
- One-month backup memory
- Word Spell
- Interface connectability*

*Available optionally

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THIS MANUAL & HOW TO USE IT

This Instruction Manual is as easy to use as the Professional 440 electronic typewriter itself, since it assumes no previous knowledge or experience of electronic typewriters or any of the terminology that only engineers are familiar with.



If, on the other hand, you already have experience of typing with an electronic typewriter, you may wish to skip some Sections. However, just to make doubly sure, it is probably a good idea for you to read at the end of each Chapter the Section called, "What You Have Learned In This Chapter..."



Each Chapter leads you step by step to mastering all the functions of this typewriter, thus enabling you to get the most out of your Professional 440 in as short a time as possible.

If this is the first time for you to use an electronic typewriter, read each Chapter and its individual Sections from the beginning through to the end. Each Chapter is more of a tutorial, not a complicated list of hard-to-understand, boring facts.



Once you have mastered all the functions of the Professional 440, you can then use this Instruction Manual as a reference manual, since each Section has been written so that it can be referred to individually without the necessity of reading any previous Section.



Take a journey through this Instruction Manual and make your Professional 440 your best friend at work!

Happy Typing!

WHAT IS WHAT & WHERE

Paper End Indicator

Paper Bail

Paper Guide

ON/OFF Switch

Platen Knob (Left)

Paper Bail Lever

Function Indicators

Shift

Caps Lock

Paragraph Indent

Decimal Tab

Auto Carrier Return

Auto Underline

Bold

Store

Word Spell

① Impact Selector

② Line Spacing Selector

③ Keyboard Selector

④ Typing Pitch Selector

⑤ Margin Release Key

Line Indent Key

⑥ Left Margin Key

Right Margin Key

⑦ Tab Set Key

Decimal Tab Set Key

⑧ Tab Clear Key

⑨ Code Key

⑩ Tab Key

Paragraph Indent Key

⑪ Shift Lock Key

⑫ Shift Key

⑬ Caps Lock Key

End Key

⑭ Repeat Key

⑮ Stop Code Key

⑯ Word Out Key

Line Out Key

⑰ Space Bar

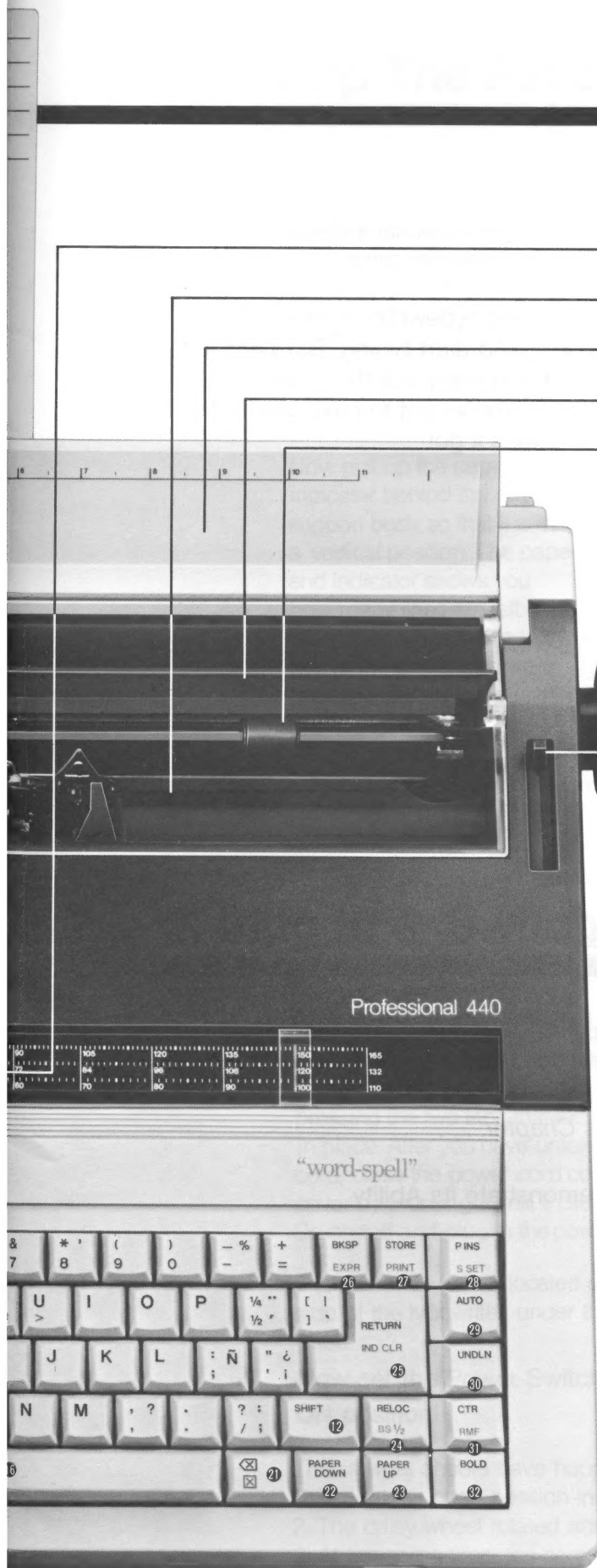
⑱ Word Spell Key

⑲ ADD Key

⑲ Delete Key

⑲ Print Sub Dictionary Key





Carrier Head Position Indicator

Acoustic Cover

Paper Support

Glare-Proof Shield

Paper Bail

Platen Knob (Right)

Paper Release Lever



Carrying Handle

②① Correction Key

②② Paper Down (Superscript) Key

②③ Paper Up (Subscript) Key

②④ Relocate Key

②④ Half Backspace Key

②⑤ Return Key

Paragraph Indent Clear Key

②⑥ Backspace Key

②⑥ Express Backspace Key

②⑦ Store Key

Print Key

②⑧ Paper Insert Key

Start Set Key

②⑨ Auto Carrier Return Key

③① Auto Underline Key

③① Centering Key

Right Margin Flush Key

③② Bold Key

CHAPTER 1

Before You Start. . . .

We hope that you have carefully unpacked your Professional 440 according to the unpacking instructions found in the box the typewriter came in.

Your new Brother Professional 440 electronic typewriter is now sitting in front of you. You can't wait to plug it in and start typing. But before you do, it's very important that you read and carry out the instructions in this Chapter. Think of it like a new car — you've got to have gas in the tank and air in the tires before you can make it go!

1. Lift Up The **Paper Support**
2. Plug In & **Switch On!**
3. **Insert** A Sheet Of **Paper**
AUTOMATIC
START SET
MANUAL
4. Open & Close The **Top Cover**
5. The **Acoustic Cover**
6. The **Cassette Daisy Wheel**
Take Out The Cassette Daisy Wheel
Insert The New Cassette Daisy Wheel
7. The **Cassette Ribbon**
Remove The Old Cassette Ribbon
Insert The New Cassette Ribbon
8. The **Correction Tape**
Remove The Old Correction Tape
Install The New Correction Tape

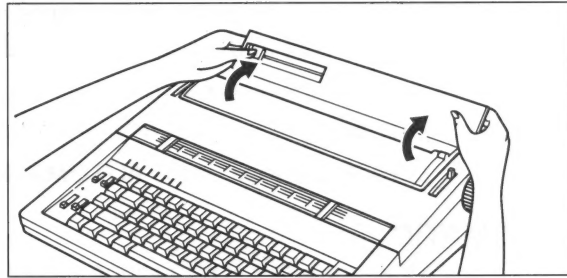
What You Have Learned In This Chapter. . . .

Watch The Professional 440 Demonstrate Its Ability

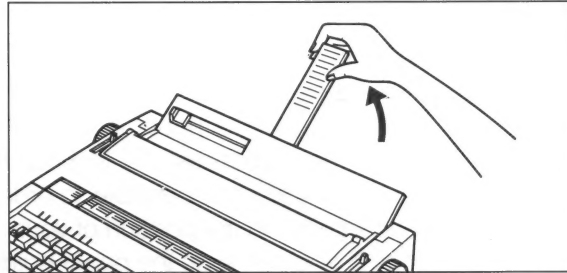
1. Lift Up The Paper Support

The paper support is used to check and adjust the position of the paper.

Lift up the paper support toward you.



Now pull up the paper end indicator behind the paper support body so that it is in a vertical position. The paper end indicator shows you how many lines are left on the paper, while the marks above the paper guide are used to identify the position of the paper.

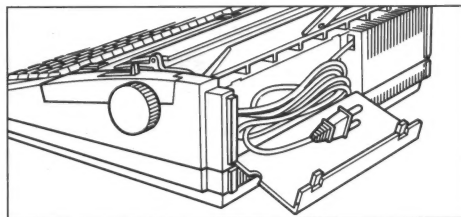


Note: 1. If you need to ship your Professional 440 for any reason, please be sure to return the **paper end indicator** to its original position by moving it all the way to the right, and to lay flat the **paper support**.

2. Plug In & Switch On!

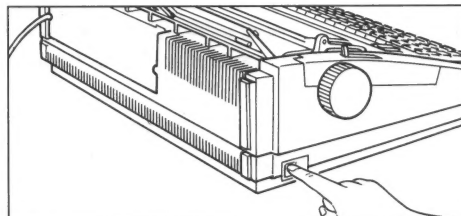
And now the moment has arrived. The time to plug in and switch **ON**!

Open the power cord compartment cover located at the back of the typewriter by pressing the two tabs that lock the cover in place. After you have unfolded the power cord, close the power cord compartment cover by pressing it until it clicks into place. Go ahead and plug in the power cord.



The Power Switch is located on the left side of the typewriter, under the platen knob.

Now set the Power Switch to the ON position!



This is what should have happened:

1. The carrier head position Indicator lit up.
2. The daisy wheel rotated and stopped.
3. At the same time, the carrier moved automatically to the left end, then 10 spaces to the right (10 spaces to the right in Pica Pitch).

Notes: 1. If any of the above didn't happen, take a look at the **Chapter** entitled, "What Should I Do If . . . ?" at the end of this **Instruction Manual**.

2. Whenever you lift the top cover up, for example when you have to change the cassette ribbon, the power to the typewriter will automatically shut down. There for it's perfectly safe to change the cassette daisy wheel, the cassette ribbon and the correction tape, even when the **Power Switch** is **ON**.

3. Insert A Sheet Of Paper

It's never been easier. Just three easy steps and away you go!

Most types of smooth finish paper can be used with your Professional 440.. Rag-content and other types of rough paper, however, are not recommended.

As this is the first time for you to insert a sheet of paper into this typewriter, for the time being please use a sheet of normal letter-size paper.

Let's take a look at the **AUTOMATIC** method, first.

AUTOMATIC

Make sure that the machine is switched ON and that the paper release lever is in its backward position.

Keeping the left edge of the paper in line with the paper guide, with both hands insert the sheet of paper into the slit behind the paper rest. Try to keep the sheet as straight as possible. In order to set the paper in the position of your choice, you can slide the paper guide to the left and right according to the marks which are on the paper support.

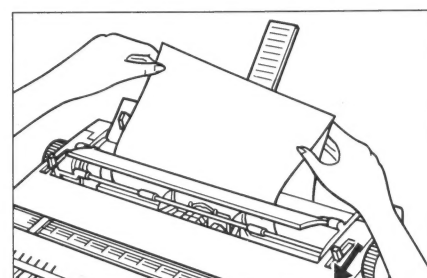
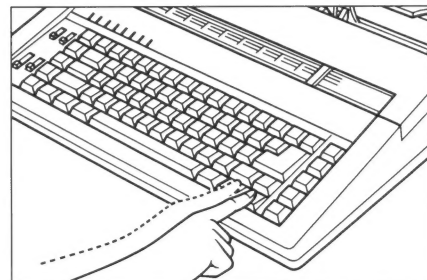
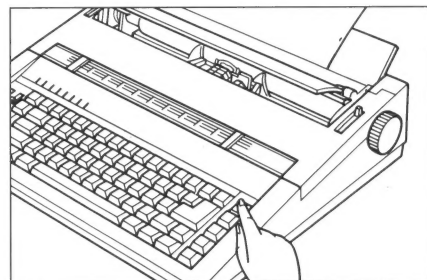
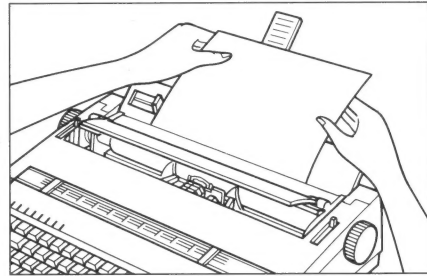
Now press the Paper Insert key and watch. The paper bail will lift up and the paper will be fed automatically, after which the paper bail will return to its former position. Since the carrier is already at the center of the platen, hold down the Code key and press the Express Backspace key, or simply press the Return key to move the carrier to the Left Margin position. If you press the Return key, the carrier will move to the Left Margin and the paper will advance according to the line spacing.

Notes: 1. The paper is automatically fed approximately **7 lines** (single spacing) from the top edge of the paper.

2. For even more precise settings, you can also move the paper up or down half a line with the **Paper Up** key or the **Paper Down** key.

3. If the paper is crooked or not aligned properly after it has been fed through, you can adjust it manually. First use the **Paper Up** key or the **platen knob** to feed more paper through. Then, pull the **paper release** lever **forward**. This will automatically lift up the **paper bail**. Align the paper as shown in the illustration, and secure it in place by returning the **paper release** lever to its **backward** position. The **paper bail** will go back to its original position. To return the paper to the position where you want to start typing, simply use the **Paper Down** key or the **platen knob**.

4. Automatic paper feeding will not work unless the **paper release** lever is in its **backward** position.



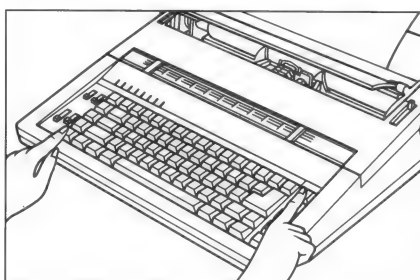
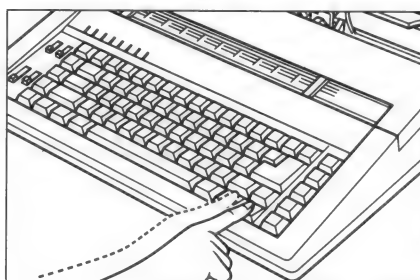
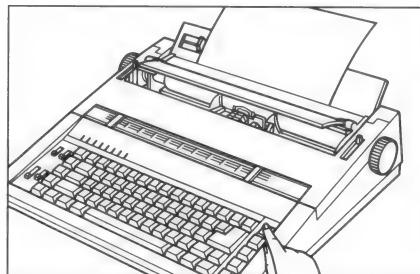
START SET

You can set the paper height for automatic paper insertion depending on the type of document you want to work with.

Insert a sheet of paper using the Automatic method shown on the previous page.

The position of the first line to be typed can be set by using either the Paper Up or Paper Down keys.

Then, holding down the Code key, press the Start Set key. From now on, paper will be automatically fed to this position.



- Notes:**
1. You can also program the typewriter to set the first line to be typed **1.2" to 6"** from the top edge of the paper. If you try to set the first line to be typed beyond these limits, a beep will sound, and setting will be impossible.
 2. Any previous **Start Set** will be cleared as soon as you set a new **Start Set**.
 3. Since this typewriter has a one-month **backup memory**, it will always remember the **Start Setting** even if the unit has been switched **OFF**. The **backup memory** becomes operable after you have been using the typewriter for at least one hour.

MANUAL

You may need to use the Manual method for unusual settings or for when you need to make a precise alignment in the middle of a document.

Make sure that the paper release lever must be in its back position.

Using both hands, insert the sheet of paper into the slit behind the paper rest while keeping the left edge of the paper in line with the paper guide. Try to keep the sheet as straight as possible.

Hold the paper bail lever in its forward position and turn the platen knob until the lower edge of the paper is brought under the paper bail to the position desired. Now return the paper bail lever.

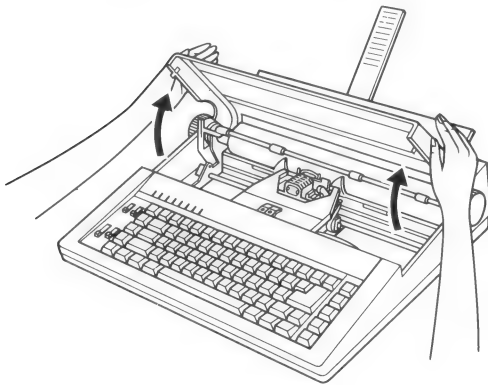
- Notes:**
1. If the paper is crooked or not aligned properly, see **Note 3** of the section on **AUTOMATIC paper insertion**.
 2. You will find a **paper thickness control** located on the right side of the cassette ribbon table. The lever is normally pushed right down in its standard position. Pulling up the lever increases the space between the carrier print head and the platen, thus enabling you to insert thicker paper and envelopes.



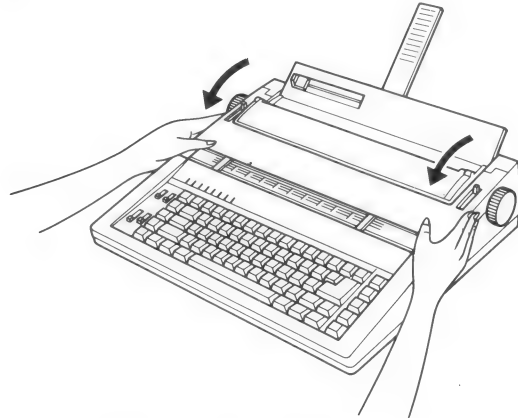
To remove the paper from the typewriter, use the Paper Up key, the Paper Down key or the platen knob.

4. Open & Close The Top Cover

In order to insert a new cassette daisy wheel, insert a new cassette ribbon or install a new correction tape, the top cover of the typewriter must first be in an upright position.



Using both hands, lift up the top cover until it stands up by itself.

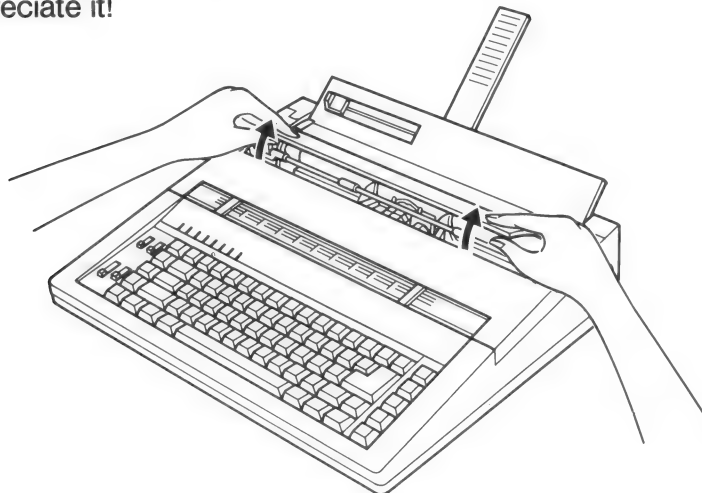


If you have already inserted the cassette daisy wheel, inserted the cassette ribbon and installed the correction tape, you can now close the top cover. Make sure that the top cover is closed firmly.

- Notes:**
1. When the **top cover** is open, typing is no longer possible.
 2. If you open the **top cover**, don't worry. **Margin Settings, Tab Settings** and the **Correction Memory** are still retained.
 3. If you close the **top cover** with the unit switched **ON**, the carrier will automatically travel to the left extremity, and then return to the previous position.

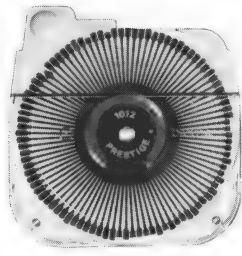
5. The Acoustic Cover

The acoustic cover suppresses noise from the printing mechanism. It also prevents dust from getting inside the typewriter. Electronic typewriters really dislike dust, so when you type with your Professional 440, please make sure that the acoustic cover is closed. It will appreciate it!



The glare-proof shield stops unwanted light from reflecting on to the acoustic cover, thus making it easier to see what you are typing. Lift the shield up for yourself and see.

6. The Cassette Daisy Wheel

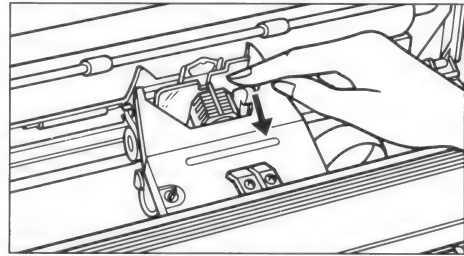


Everybody knows that Brother's slip-in, slip-out cassette daisy wheels are famous the world over for their beautiful, true letter-quality. Now's the time for you to try one out for yourself.

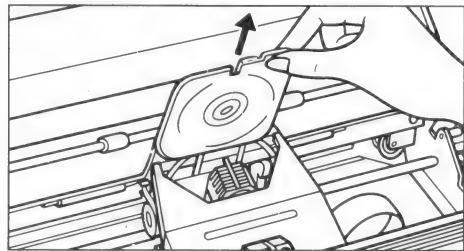
Your Professional 440 comes with a cassette daisy wheel already installed. At some time you may wish to insert a new cassette daisy wheel or one with a different type face. Unlike other typewriters, it's all very easy.

TAKE OUT THE CASSETTE DAISY WHEEL

To remove the cassette daisy wheel, pull the motor lock lever toward you to release the cassette daisy wheel, hold the cassette daisy wheel by its 'ear' between your thumb and forefinger and simply lift it out.

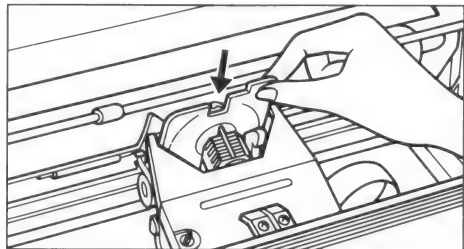


Note: 1. When you remove the **cassette daisy wheel**, you don't need to remove the cassette ribbon as well.

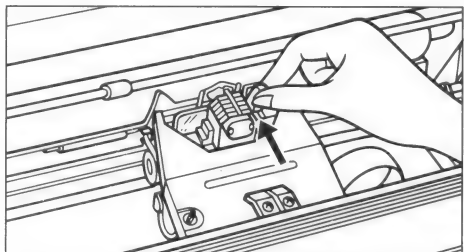


INSERT THE NEW CASSETTE DAISY WHEEL

Holding the new cassette daisy wheel by its "ear" between your thumb and forefinger, slip it into the cassette guide slot and press it down as far as it will go.

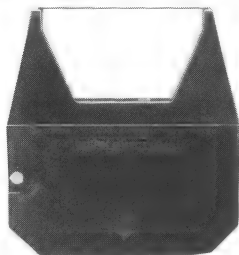


Now push the motor lock lever back toward the platen until it clicks into place. Do not force the lever. If you have any difficulty, check again that the cassette daisy wheel is properly set.



- Notes:**
1. When inserting the **cassette daisy wheel**, be sure the 'ear' is on the right. Putting it in back to front could cause damage to both the **cassette daisy wheel** and the motor mechanism.
 2. If the **cassette daisy wheel** is not properly locked in position, characters will not be typed correctly.
 3. See the **Chapter** entitled, "**The Cassette Daisy Wheel: Truly A Pretty Face**", for the very wide selection of **Brother cassette daisy wheels** available.

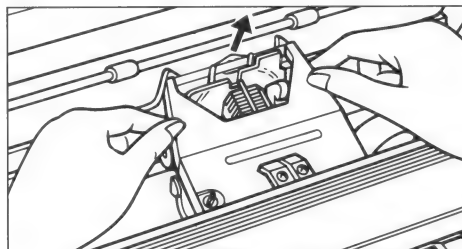
7. The Cassette Ribbon



The wide range of Brother cassette ribbons have two unique things in common – they're all mess-less and trouble-free. That means that the ink goes where it should – on to the paper, not on to your fingers!

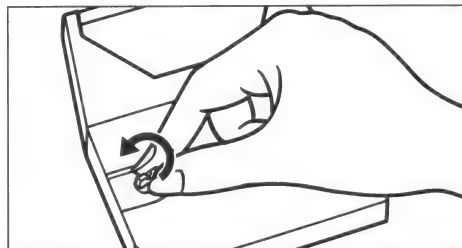
REMOVE THE OLD CASSETTE RIBBON

First, use the Space bar or Backspace key to move the carrier to the center of the platen. To remove the cassette ribbon, hold the cassette with both hands and raise the front (the part nearest the platen). Then, when the front of the cassette ribbon is clear, simply lift out the used cassette.

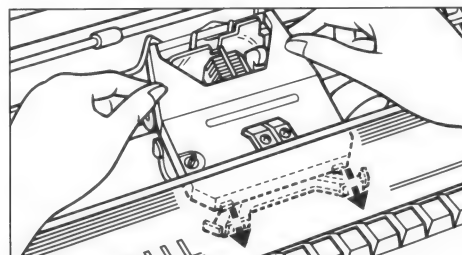


INSERT THE NEW CASSETTE RIBBON

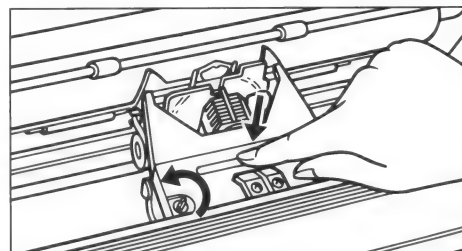
Remove the stopper from the new cassette ribbon and turn the ribbon feed knob on the cassette counterclockwise to tighten the ribbon.



Slip the back edge of the cassette (the part away from the platen) into position and set the ribbon between the ribbon guides.



Now gently press the cassette down until it clicks into place. Then turn the ribbon feed knob counterclockwise.



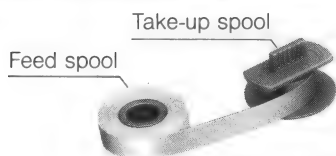
Notes: 1. A slot is provided in the **cassette** so that you can check how much ribbon is left.

2. There are four types of Brother **cassette ribbon** available:

- **Correctable film ribbon** (7020/7220) which is standard with this model.
- **One-time film ribbon** (7022).
- **Multi-strike film ribbon** (7021).
- **Nylon ribbon** (8020).

The **correctable film ribbon** is also available in **red** (7027), **blue** (7025), **green** (7023) and **brown** (7024).

8. The Correction Tape

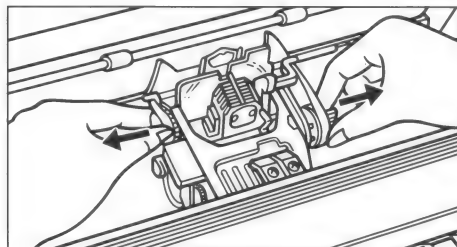


The correction tape guarantees a faultless document every time. What's more, the bottom of your Professional 440 will never be full of pieces of old correction paper and lumps of dried-up correction liquid!

REMOVE THE OLD CORRECTION TAPE

If you need to replace the correction tape, first make sure that the carrier is in the center of the platen by using the Space bar or Backspace key. Then remove the cassette ribbon.

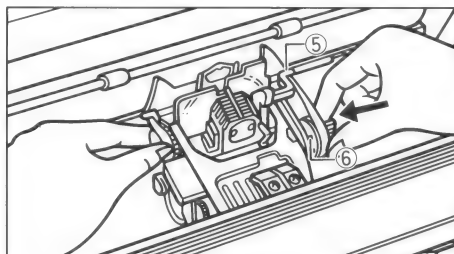
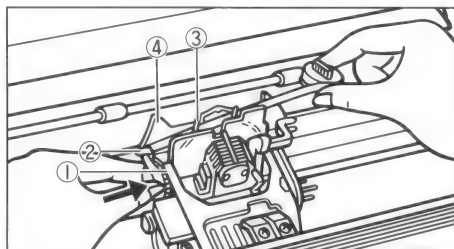
Now just pull out the left and right spools of the old correction tape from the carrier.



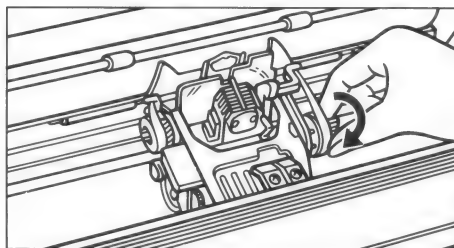
INSTALL THE NEW CORRECTION TAPE

Make sure that the carrier is in the center of the platen. Use the Space bar or Backspace key, if necessary.

Install the feed spool on the left spindle (1), and with the rough side of the tape facing toward the platen, run the tape through the left correction tape guide (2). Then run the correction tape between the ribbon guide (3) and the paper meter (4). Now run the correction tape through the right correction tape guide (5) and install the take-up spool on the right spindle (6).



Turn the take-up spool counter-clockwise until the white tape comes to the right spool.



Note: 1. Brother **correction tapes** are available in two types:

— **Lift-off correction tape** (3010) which is standard with this typewriter.

This used together with the correctable film ribbon.

— **Cover-up correction tape** (4010).

Used together with the multi-strike film ribbon, the one-time film ribbon, or the nylon ribbon.

What You Have Learned In This Chapter. . . .

Please look at the following list to make doubly sure that you have mastered everything in this Chapter.

1. How to lift up the paper support.
2. How to switch ON your typewriter and what happens when you do.
3. How to insert a sheet of paper both automatically and manually.
4. How to open the top cover, and what happens when you close it.
5. About the acoustic cover.
6. How to insert and remove the cassette daisy wheel.
7. How to insert and remove the cassette ribbon.
8. How to install and replace the correction tape.

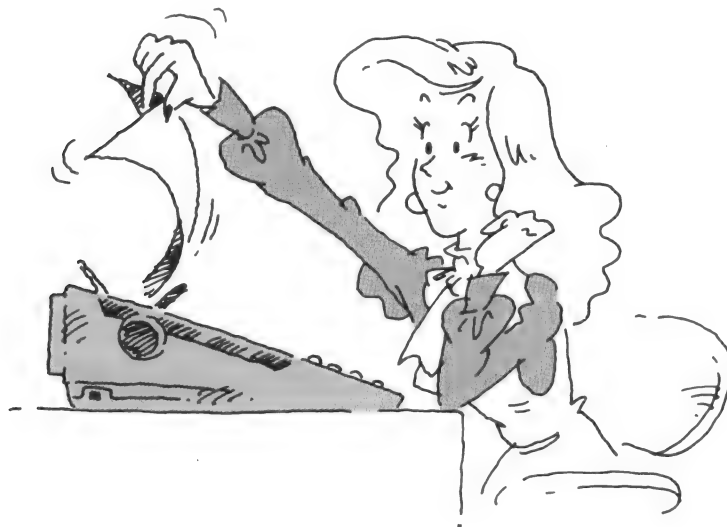
If there's anything you're still unsure about, go back to the relevant Sections in this Chapter. Time spent now will pay big dividends later when you're really busy and have no time even to breathe, let alone look up something in this Instruction Manual!

Watch The Professional 440 Demonstrate Its Ability

Want to see your Professional 440 electronic typewriter demonstrate its typing ability all by itself? "Is that possible?" Sure, almost anything is possible with the ingenious Professional 440.

Please insert a sheet of paper and set your Keyboard Selector to STD. Then, holding down both the Code and Shift keys together, press the Bold key. Now watch. . . !

- Notes:**
1. To **stop** the **print out** at any time, simply press the **Space** bar.
 2. The self-demonstration function comes with the English keyboard only.



CHAPTER 2

11 Easy Steps To Make Friends With Your Professional 440 ... !

If you haven't set up your typewriter yet, please do so now. Chapter 1 of this Instruction Manual shows you how.

This Chapter familiarizes you with the Keyboard and all the basic functions you need to know to make your dream of perfect typing on the perfect typewriter become a reality — a reality which you'll never want to turn your back on!

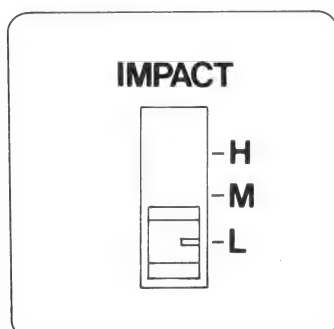
Knowing what these keys do is a must for getting the maximum enjoyment and performance out of your new electronic typewriter. And all of this with the minimum of fuss and bother!

1. Set The **Impact** Selector
2. Select Your **Keyboard**
3. Choose The **Line** Spacing
4. Set Your Typing **Pitch**
5. **Margins**
Pre-Set **Margins**
Release the Pre-Set **Left Margin**
& **Set** a New **Margin**
Release the Pre-Set **Right Margin**
& **Set** a New **Margin**
6. The **Space** Bar
7. The **Return** Key
8. The **Backspace** Keys
Backspace
Half Backspace
Express Backspace
9. The **Shift & Shift Lock** Keys
10. The **Caps Lock** Key
11. The **Repeat** Key

What You Have Learned In This Chapter. . . .

1. Set The Impact Selector

Typing impact can be adjusted according to the quality and thickness of the paper you're going to use or the number of carbon copies you want to make.

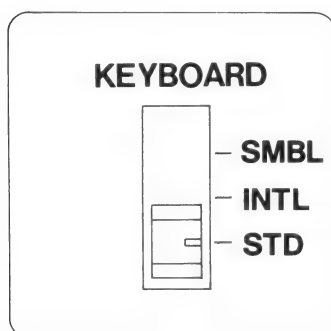


L is for a **LIGHT** impact force, **M** is for **MEDIUM** and **H** is for **HEAVY**. To give you some brief examples, use **L** for lightweight paper and **H** for when you're making carbon copies.

Note: 1. The **Professional 440** is able to type **4 carbon copies**, in addition to the original document.

2. Select Your Keyboard

Believe it or not, your Professional 440 electronic typewriter has three different keyboards all in one! Please refer to the Section entitled, "SELECT YOUR KEYBOARD" and set the selector to the Keyboard of your choice



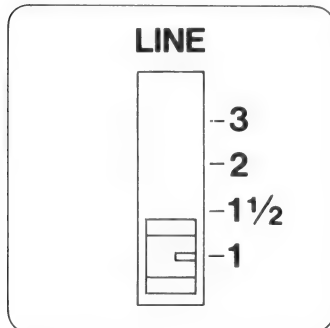
STD This Keyboard you'll probably be using most of the time.

INTL Should be used when an "INTERNATIONAL" Daisy Wheel has been inserted. The characters indicated on the right portion of each key face are printed in this position. (See the Section entitled, "THE CASSETTE DAISY WHEEL: TRULY A PRETTY FACE").

SMBL For when you need to type mathematical formulas or numbers which require special symbols (See the Section entitled, "SELECT YOUR KEYBOARD" on page 61.). There is also a Symbol Cassette Daisy Wheel optionally available (See the Chapter entitled, "The Cassette Daisy Wheel: Truly A Pretty Face.").

3. Choose The Line Spacing

The Professional 440 gives you four choices of Line Spacing. Line Spacing means the number of lines the paper is advanced when you press the Return key.

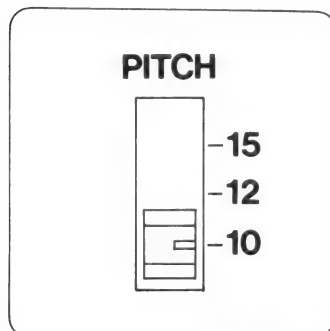


- 1 **Single Line** Spacing
- 1½ **One-and-a-Half Line** Spacing
- 2 **Double Line** Spacing
- 3 **Triple Line** Spacing

1	1½	2	3
Four Choices Of Line Spacing	Four Choices Of Line Spacing	Four Choices Of Line Spacing	Four Choices Of Line Spacing

4. Set Your Typing Pitch

Typing Pitch means the number of characters you can type in the space of one inch. This electronic typewriter gives you a choice of three typing Pitches:



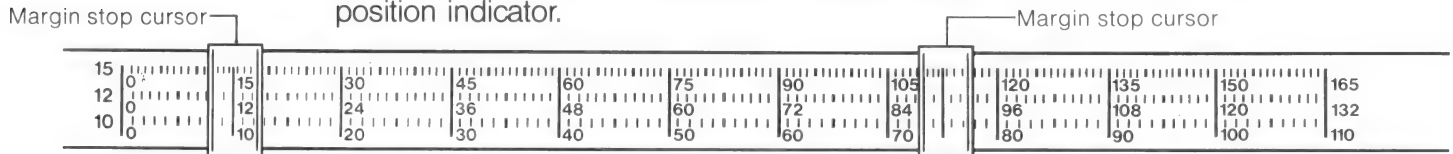
- 10**: 10 characters per inch (often called Pica)
- 12**: 12 characters per inch (or Elite)
- 15**: 15 characters per inch (Micron)

Or to put it another way:

10 Pitch gives you a maximum number of 110 characters per line.
12 Pitch gives you a maximum number of 132 characters per line.
15 Pitch gives you a maximum number of 165 characters per line.

5. Margins

As you learned in Chapter 1 (See Section 2, "Plug In & Switch On!"), when the typewriter is switched ON, the carrier moves automatically to the far left and then 10 spaces to the right. This is the pre-set Left Margin in 10 Pitch and is indicated on the typewriter's Margin Scale by the carrier head position indicator.



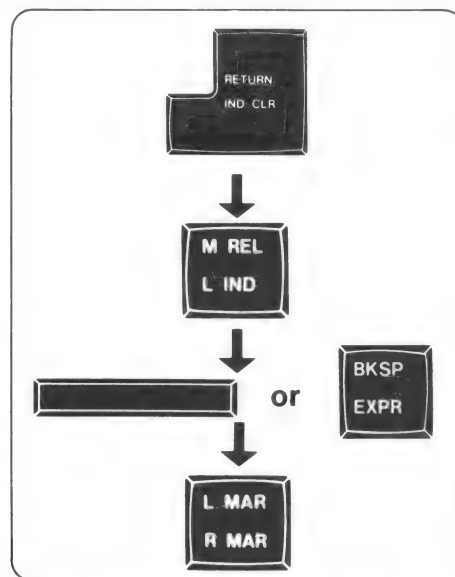
Pre-Set Margins

However, depending on the typing Pitch, this pre-set Left Margin will vary, as will the Right Margin. Please look at the Table below.

	Left Margin On Scale	Right Margin On Scale
10 Pitch	10	75
12 Pitch	12	90
15 Pitch	15	112

If these pre-set Margins are what you want, go ahead and start typing. But suppose you want a wider or a narrower margin? Well, it's all very simple. If you try to set a new Left Margin or a new Right Margin which is going to be narrower than the pre-set Margin, it is not necessary to Release the current Margin.

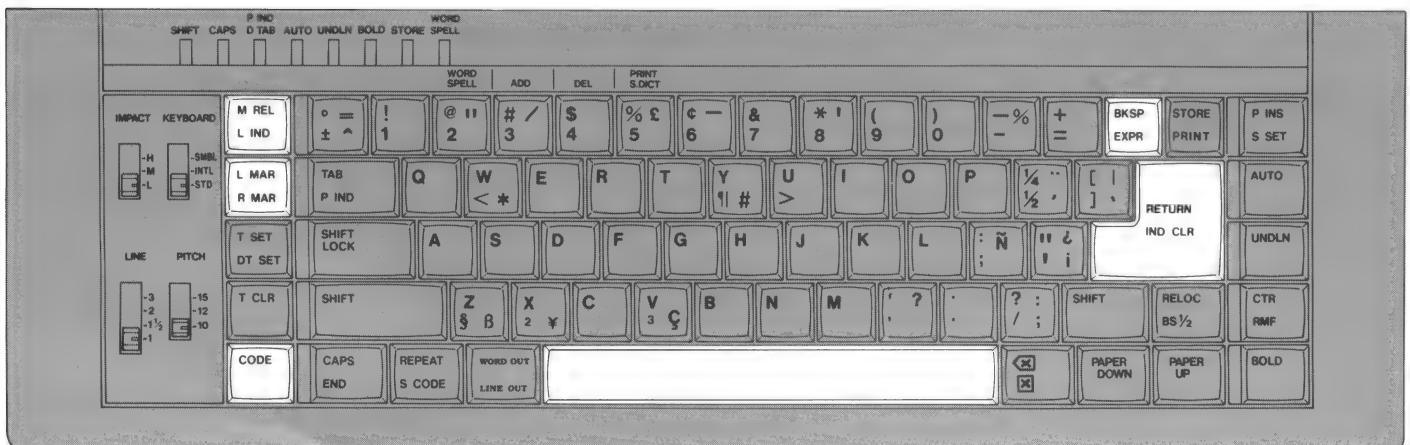
Release the Pre-Set Left Margin & Set a New Margin



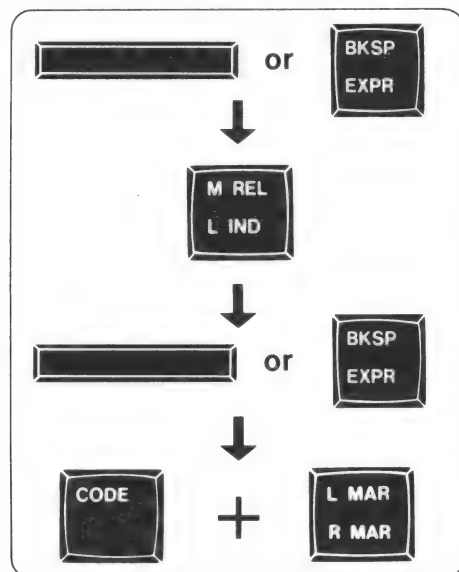
First, return the carrier to the Left Margin. Now simply clear the pre-set Left Margin by pressing the Margin Release key.

Once you have decided where you want the Left Margin to be, move the carrier with the Space bar or Backspace key to the new position.

Now set the new Left Margin by pressing the Left Margin key. From now on the carrier will return to this new position each time the Return key is pressed.



Release the Pre-Set Right Margin & Set a New Margin

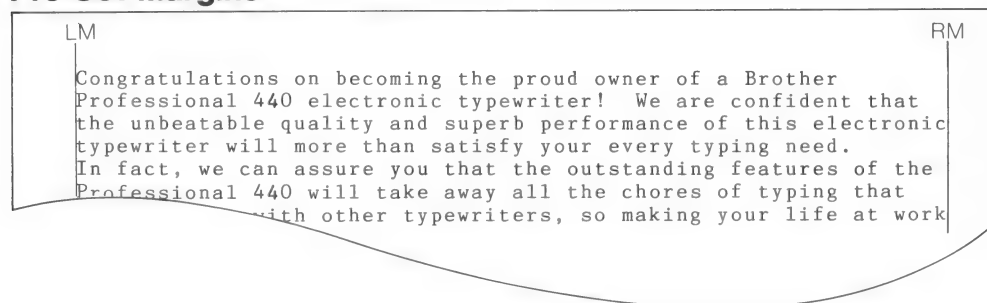


First, use the Space bar or Backspace key and move the carrier to the Right Margin. Now simply clear the pre-set Right Margin by pressing the Margin Release key.

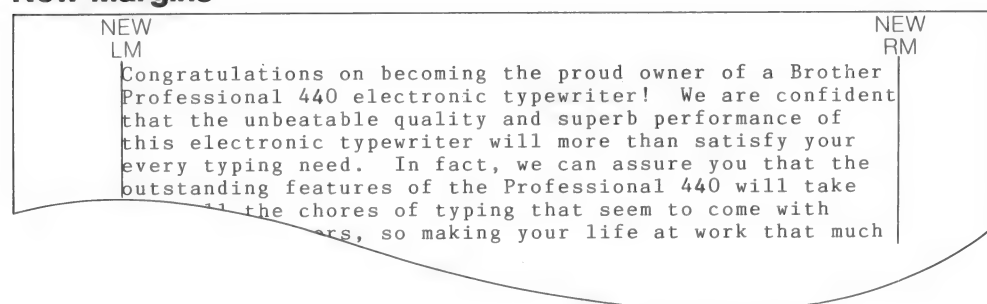
Once you have decided where you want the Right Margin to be, move the carrier with the Space bar or Backspace key to the new position.

Now set the new Right Margin by holding down the Code key, while at the same time pressing the Right Margin key.

Pre-Set Margins



New Margins



Notes: 1. The **Left** and **Right Margins** can be positioned anywhere across the page. However, there must be a distance of at least two inches between them. Or in other words:

10 Pitch (Pica)	20 characters
12 Pitch (Elite)	24 characters
15 Pitch (Micron)	30 characters

If you do try to set the **Left** or **Right Margin** within a distance of less than two inches from the other, the typewriter will beep at you and you won't be able to set the **Margin**.

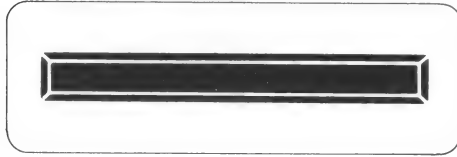
2. The **margin stop cursors** indicate the **Left** and **Right Margins**.

3. If you wish to type beyond the **Right Margin**, simply press the **Margin Release** key and continue typing. This is also possible with the **Left Margin**. Press the **Margin Release** key and use the **Backspace** key to get to the position where you want to start typing.

4. Since the **Professional 440** has a one-month **backup memory**, it will always remember the **Margin** you have set, even if the unit has been switched **OFF**. The **backup memory** comes into operation after you have been using the typewriter for at least one hour.

6. The Space Bar

You will have already used the Space bar to locate the carrier to a new position in order to set new Margins. You may even have used the Space bar to locate the carrier in the center of the platen in order to install the cassette ribbon and the correction tape. In any case, the Space bar is very easy and convenient to use:



One gentle touch on the Space bar, and the carrier will move one space to the right. This space is of course determined by the Pitch you are typing in — 1/10" for Pica, 1/12" for Elite, and 1/15" for Micron.

Hold the Space bar down and the carrier will move repeatedly towards the Right Margin where it will come to a stop. A beep will sound when the Space bar reaches the sixth space from the Right Margin warning you that you are coming to the end of the line.

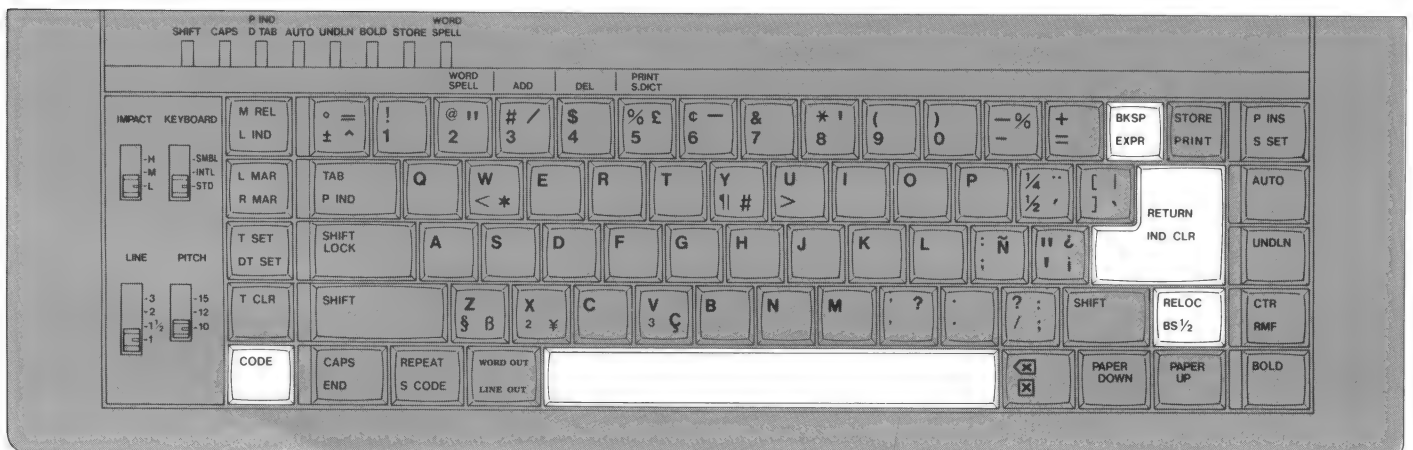
7. The Return Key

The Return key is used to return the carrier to the next line.



Press the Return key twice and the carrier will move down two carrier returns. Press it three times and it will move down three. And you can do this for as many times as you want.

Note: 1. The number of lines per **carrier return** depends on the **Line Spacing**. For example, if the **Line Spacing** is set to **2**, then one **carrier return** will be **2 lines**. If the **Line Spacing** is **3**, then one **carrier return** will be **3 lines**, and so on.



8. The Backspace Keys

There are three types of Backspace keys, each of which performs a slightly different, yet invaluable job.

Backspace

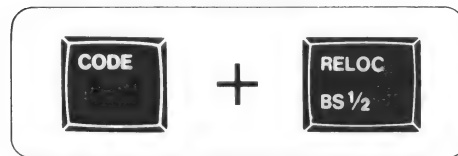


You may have already used the Backspace key to locate the carrier to a new position in order to set new Margins. You may even have used the Backspace key to locate the carrier in the center of the platen in order to install the cassette ribbon and the correction tape. At any rate, the Backspace key is a key which you will be using quite often.

One gentle touch on the Backspace key, and the carrier will move one space to the left.

Hold the Backspace key down and the carrier will move repeatedly towards the Left Margin where it will come to a stop.

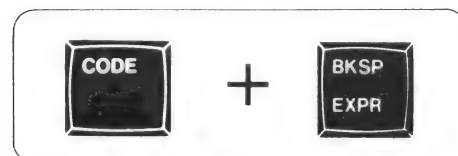
Half Backspace



The Half Backspace key is very handy when it comes to typing a character or word into a limited space in a document, or for positioning a character or word when the draft has been reinserted into the typewriter.

Holding down the Code key, just press the Half Backspace key and the carrier will move half a space to the left.

Express Backspace



Holding down the Code key, press the Express Backspace key and the carrier will get back to the Left Margin faster than you can bat an eye-lid!

Note: 1. You can also use the **Half Backspace** key **FOR DELETING** and **FOR INSERTING** (See **CHAPTER 3, Section 14.**)

10. The Caps Lock Key

If you want to type a lot of uppercase characters combined with numbers (which are lowercase), it would be a real nuisance to keep on switching from uppercase to lowercase and back again. That's why this typewriter has a Caps Lock key which allows you to type numbers even when you are in uppercase.



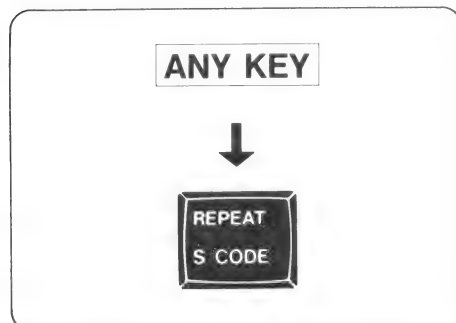
And just in case you forget that you are using the Caps Lock function, the Caps indicator will stay on until the Caps Lock is released.

THIS SAMPLE WAS TYPED ON A PROFESSIONAL 440 TO SHOW YOU JUST SOME
OF THE MANY OUTSTANDING FEATS THIS ELECTRONIC TYPEWRITER CAN
PERFORM.

Note: 1. During **Caps Lock**, you are only able to type characters of the alphabet and numbers. If you need to type **symbols** or **punctuation marks**, just hold down the **Shift** key and press the **symbol** or **punctuation mark** you want.

11. The Repeat Key

Press any character you wish. Now hold down the Repeat key and watch the character you have just pressed type itself continuously. Take your finger off the Repeat key and the character will stop typing itself.



Notes: 1. To make the following function keys repeat, press the **Repeat** key after the desired function key:



2. However, the following function keys will repeat automatically if you keep them held down:



What You Have Learned In This Chapter. . . .

You have now come to the end of Chapter 2. We hope you had a safe and enjoyable journey. Just to make sure that you didn't forget anything along the way, please look through the following check-list:

- 1. What your Keyboard looks like and how the keys are arranged.*
- 2. How to set the Impact selector.*
- 3. How to select your Keyboard.*
- 4. How to choose the Line Spacing.*
- 5. How to set your typing Pitch.*
- 6. How to Set and Release the Left and Right Margins.*
- 7. What the Space bar does.*
- 8. What the Return key does.*
- 9. What the Backspace keys are, including Backspace, Half Backspace, and Express Backspace.*
- 10. What the Shift key does and how to use the Shift Lock. The versatility of the Caps Lock function.*
- 11. How to avoid repeating yourself with the Repeat key.*

Sure of everything? Got enough confidence to go on to the next Chapter? OK. Go ahead and start Chapter 3!



CHAPTER 3

Getting To Know Your Friendly Professional 440 Even Better!

If you know how to set up your Professional 440 electronic typewriter and you are totally familiar with the Keyboard, then please proceed with this Chapter. If, however, there are some things which you are unsure about, please go back to Chapters 1 and 2.

Going through this Chapter will show you that your new Professional 440 electronic typewriter is not only very friendly, but also interesting — interesting in the way that its typing excellence will help take away the pain of everyday mundane life at work; interesting in that it'll help make life at work almost as enjoyable as life at the weekend. At least, the really neat functions we're going to show you step by step in this Chapter will take away in no time that mountain of work you probably have on your desk right now and ensure that you can leave for that long weekend right on time!

1. The **Bold** Key
2. The **Auto Underline** Key
3. The **Hot Zone**
4. The **Auto Carrier Return** Key
5. The **Tab** Keys
 - Tab Set
 - Tab Clear
6. The **Decimal Tab**
 - Decimal Tab Set
7. The **Right Margin Flush** Key
8. The **Line Indent** Key
9. The **Paragraph Indent** Key
 - Paragraph Indent Clear
10. The **Centering** Key
11. **Superscript & Subscript**
12. Making **Corrections**
 - AUTOMATIC
 - MANUAL
13. The **Word Out** Key
14. The **Half Backspace** Key & **Word Out**
 - FOR DELETING
 - FOR INSERTING

What You Have Learned In This Chapter. . . .

1. The Bold Key

Say you want to stress a certain word or emphasize a certain expression in the document you are typing. Well, with the Bold typing function, this is now all very simple.

In fact, you have seen some of these features already in the last letter; **Centering** has placed the title right in the center of the page, **Right Margins** has placed the right margins, and **Bold** typing has made the title stand out. You will see that the title has been aligned with the



Press the Bold key and the Bold indicator will light up. From now on, everything you type will be in boldface.

To stop Bold typing, simply press the Bold key again and the Bold indicator will go out.

2. The Auto Underline Key

Want to underline a character or a whole word? OK. Do so with the Auto Underline Key.

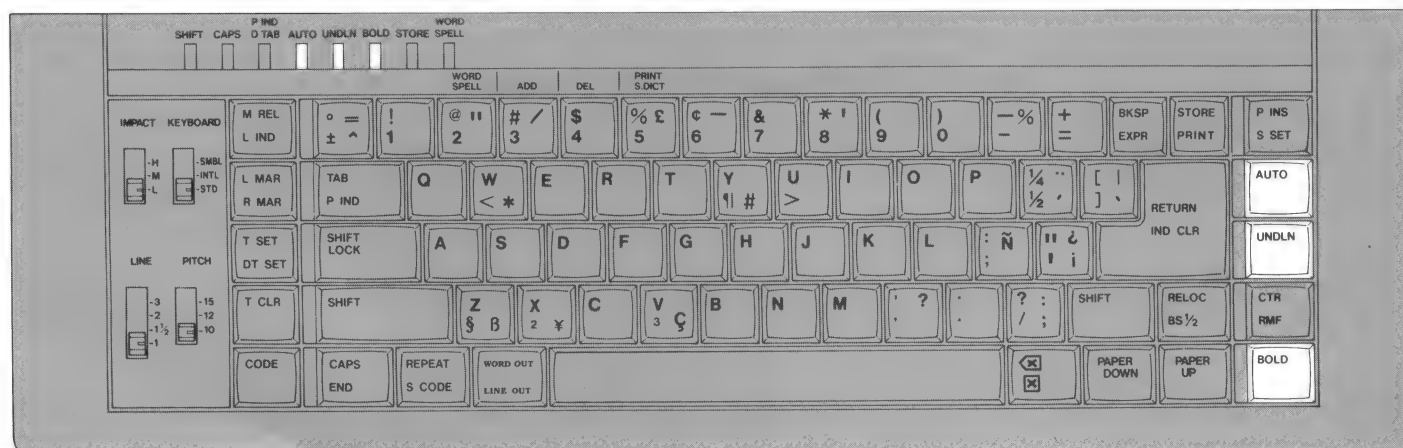
There are many more useful, easy-to-use features that will make your time at the Professional 440 Keyboard a really enjoyable one!



Press the Auto Underline key and the Auto Underline indicator will light up. From now on, everything you type will be automatically underlined.

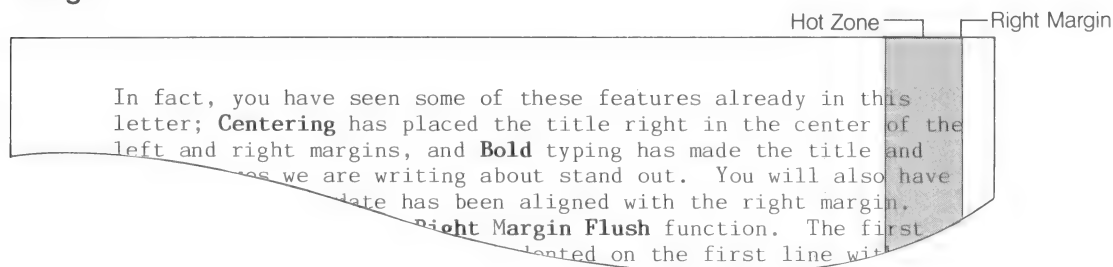
To stop underlining, simply press the Auto Underline key again and the Auto Underline indicator will go out.

- Notes:**
1. If you are using the **Auto Underline** mode, spaces between words will be automatically underlined.
 2. You can draw straight lines across the page by simply pressing the **Space** bar in the **Auto Underline** mode.
 3. You can also use the **Auto Underline** mode when **Centering**, during **Right Margin Flush**, and even when using **Decimal Tabs**.



3. The Hot Zone

The Hot Zone is the area that contains the last six character spaces before the Right Margin setting. When the carrier enters the Hot Zone, a beep will sound telling you that the Right Margin is getting warmer and warmer — in other words, that you are getting closer to the Right Margin.



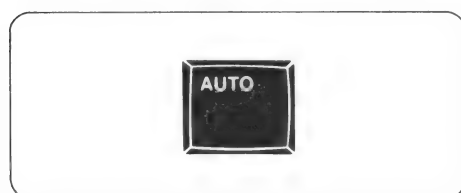
If you continue to type, the carrier will stop at the Right Margin setting and the Keyboard will lock. Being locked out isn't very nice, but you should think of the Hot Zone as a prevention against typing off the edge of the paper.

After entering the Hot Zone, you can do one of two things:

1. Simply press the Return key to go to the next line.
2. If you actually reach the Right Margin and want to continue typing beyond this point, you can do so by clearing the Right Margin with the Margin Release key.

4. The Auto Carrier Return Key

Up till now, you've been using the Return key to get to the next line. Now wouldn't it be great if all this could be done automatically? Well, it can with the Auto Carrier Return key.



Press the Auto Carrier Return key (The Auto indicator will light up.). Now type a sentence until you are inside the Hot Zone.

When you come to the end of a word, press the Space bar and the carrier will automatically advance to the next line and move to the Left Margin. If, on the other hand, you wish to hyphenate the word, just press the Hyphen key at the point of hyphenation, and the carrier will automatically return to the Left Margin on the next line.

To cancel the Auto Carrier Return function, just press the Auto Carrier Return key again. The Auto indicator will go out.

Notes: 1. If you do not want an **Automatic Carrier Return** on a particular line, use the **Permanent Space (Code + Space bar)** or the **Permanent Hyphen (Code + -)** functions within the **Hot Zone**.

2. If you reach the **Right Margin**, you can use neither the **Hyphen** nor the **Space** bar. If you do reach the **Right Margin**, just press the **Return** key or the **Margin Release** key.

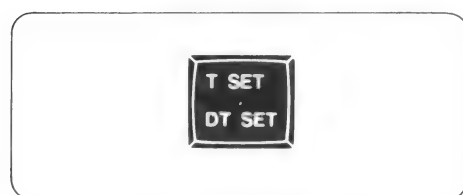
3. The one-month **backup memory** will remember that you are using the **Automatic Carrier Return** function, even if you switch **OFF** the typewriter. The **backup memory** comes into operation after you have been using the typewriter for at least one hour.

5. The Tab Keys

Suppose you want to type columns of information, or want to start typing between the Left and Right Margins? Well, instead of using the Space bar or the Backspace key to move the carrier to each point on every line, use the Tab key. It's all very easy. Here's how:

Tab Set

TAB	TAB	TAB
Impact selector	1, 1.5, 2, 3 line spacings	10, 12, 15 typing pitches
Half backspace	Automatic paper insert	Caps lock
Right margin flush	Express backspace	Decimal tabulation
Automatic centering	Bold typing	Automatic underlining
	Automatic relocation	Word Out



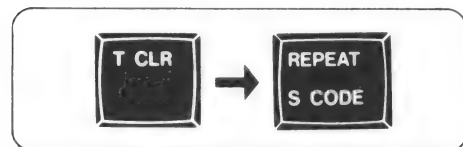
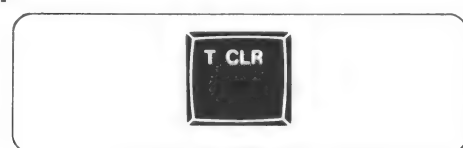
First decide where you want the Tab stop to be. Now move the carrier to that position. Are you sure that this is where you want your Tab stop to be? OK. Press the Tab Set key.

You can set as many as 24 Tab stops along the line. Just move the carrier to the next position and press the Tab Set key.

To move to a Tab stop, all you have to do is press the Tab key and the carrier will move to the next Tab stop to the right of the carrier.

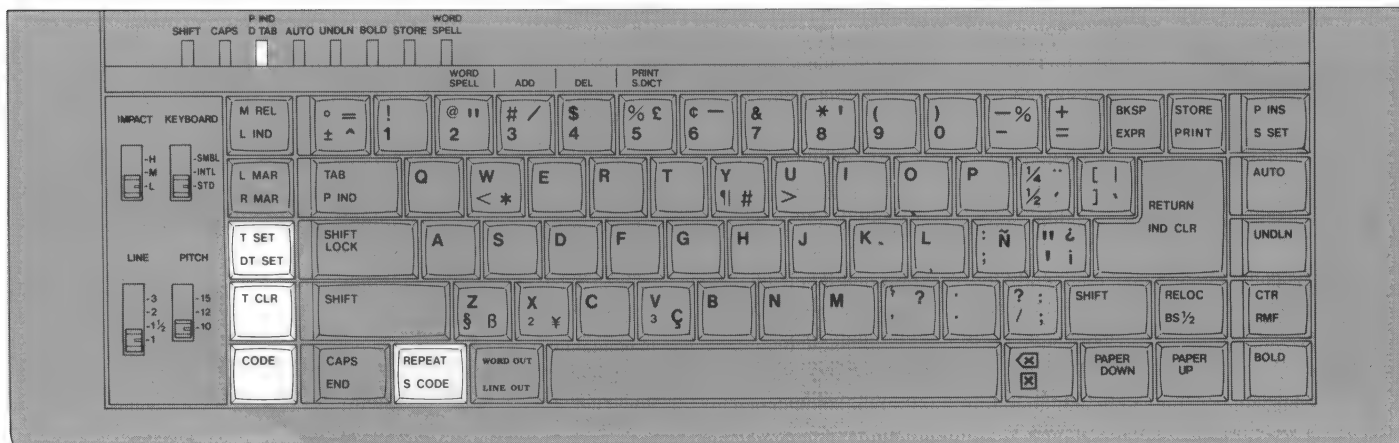
- Notes:**
1. If you try to set more than **24 Tab stops**, a beep will sound. The **24 Tab stops** which you have already set will still remain.
 2. The one-month **backup memory** will always remember the **Tab stops** you have set, even if the typewriter has been switched **OFF**. The **backup memory** comes into operation after you have been using the typewriter for at least one hour.

Tab Clear



If you want to clear an old Tab, first use the Tab key to move the carrier to the Tab stop to be removed. Now press the Tab Clear key. The Tab stop is now cleared.

To remove all the Tab stops at once, press the Tab Clear key and then the Repeat key. You are now ready to set new Tab stops.

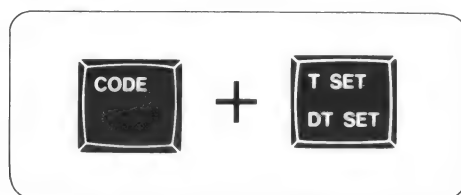


6. The Decimal Tab

The Decimal Tab function is very convenient if you have to type columns of figures with decimals. For example, in financial reports. Try it for yourself.

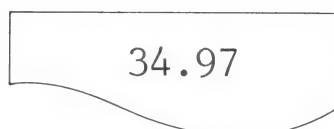
D.TAB	D.TAB	D.TAB
65	29.84	1939.60
104	34.97	3636.88
169	64.81	<u>5576.48</u>

Decimal Tab Set



Locate the carrier to the position where you want to set the Decimal Tab. The position you choose will be where the decimal point of any figure having a decimal point will be typed. Now hold down the Code key, and press the Decimal Tab Set key.

You can set as many as 24 Decimal Tab stops along the line (including ordinary Tab stops). Just move the carrier to the next position, hold down the Code key and press the Decimal Tab Set key.

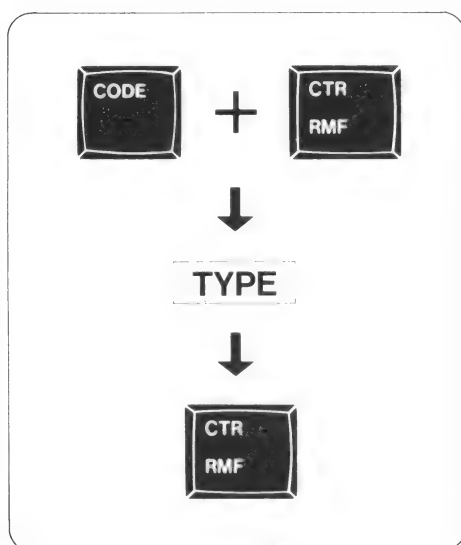
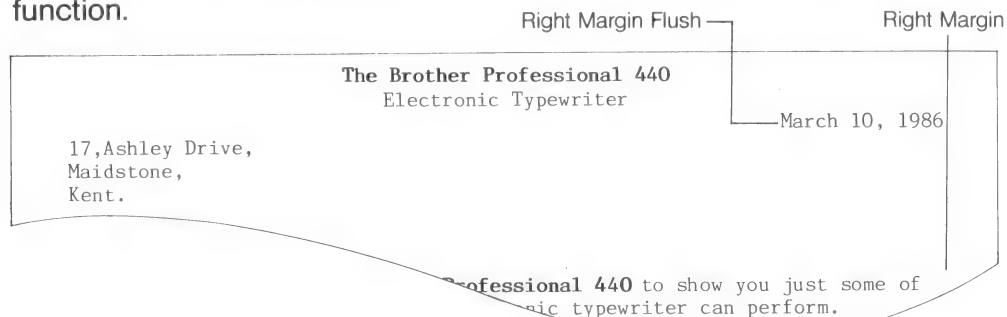


Return the carrier to the Left Margin. Press the Tab key and the carrier will move to the first Decimal Tab stop or ordinary Tab stop. If it is a Decimal Tab stop, the Decimal Tab indicator will light up. Now type the first two figures (34) of the example shown above (34.97). The carrier will move one space at a time to the left for each figure you type, but the typewriter will not print anything until you type the decimal point. After you have typed the decimal point, (34.) will be typed and the Decimal Tab indicator will go out. Now type the next two figures (97). To type the next set of figures, press the Tab key again to get to the next Decimal Tab stop. Now type in the other figures as you did before.

- Notes:**
1. Say you are using **Decimal Tabs** and there is a column of figures which do not have decimal points. Simply type in the figures and press the **Tab** key. It is not necessary to type the decimal point. The figures will be typed out all perfectly aligned and the carrier will move to the next **Decimal Tab stop**.
 2. There must be at least **one space** between the last figure or character you have typed and the next figures to be typed in the **Decimal Tab** mode.
 3. Provided that you have not typed a figure yet, you can cancel the **Decimal Tab** mode by simply pressing the **Correction** key. You will see the **Decimal Tab indicator** go out.
 4. If you type a figure and then realize that it is wrong, you can correct it very easily. Press the **Correction** key and the carrier will move back to the **Decimal Tab stop**. Now simply type the new figure.
 5. Clearing **Decimal Tabs** is done in exactly the same way as for ordinary **Tabs** (Please refer to the **Tab Clear** section on the previous page.).
 6. The one-month **backup memory** will always remember the **Decimal Tab stops** you have set, even if the typewriter has been switched **OFF**. The **backup memory** comes into operation after you have been using the typewriter at least one hour.

7. The Right Margin Flush Key

The days of guessing where to start typing the date or where to type your name under your signature are over with the Right Margin Flush function.



It doesn't matter about the position of the carrier. Just hold down the Code key, and press the Right Margin Flush key. The carrier will automatically move to the Right Margin.

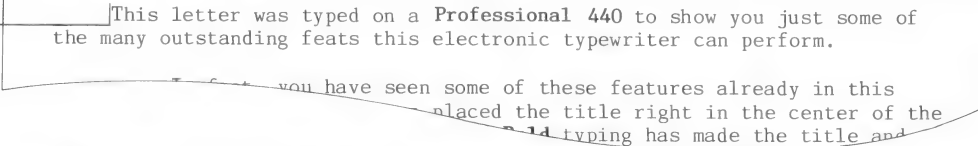
Now type today's date. You will notice that each time you press a key the carrier backspaces, but nothing is typed. That's because the typewriter obviously can't tell what you are about to type and how long the text is going to be. Instead it remembers what you are typing until you have finished. When you have typed the date, press the Right Margin Flush key and watch your electronic typewriter type out the date. You will see that the last character is flush to the Right Margin. Isn't that really neat?

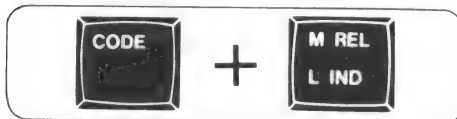
- Notes:**
1. The **Right Margin Flush** mode is automatically cancelled when the typewriter has finished typing.
 2. To start type out, you can also press the **Return** or **Tab** keys instead of the **Right Margin Flush** key. When the **Return** key is pressed, the carrier will automatically return to the **Left Margin** on the next line, after the **Right Margin Flush** operation has been performed.
 3. If you change your mind and want to get out of the **Right Margin Flush** mode, just press the **Right Margin Flush** key or the **Correction** key.
 4. If you type a character and then realize that it is wrong, you can correct it very easily. Press the **Correction** key and the carrier will move back to the **Right Margin Flush** stop. Now simply type the new character.



8. The Line Indent Key

When you type a letter, you will often need to indent the first line of each paragraph. Well, instead of using the Space bar everytime, use the Line Indent key.

Line Indent 



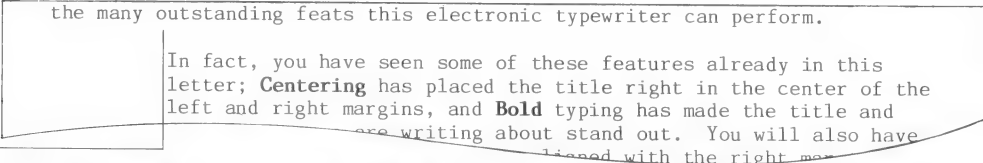
Move the carrier to the beginning of the line you want to indent. This will in most cases be at the Left Margin.

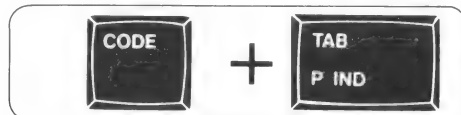
However, you may also indent a line which starts anywhere across the page. Now hold down the Code key, and press the Line Indent key.

See how the carrier moved 5 spaces to the right. Your line is indented so you can now start typing. Needless to say, the carrier will go to the Left Margin position on the next line when the Return key is pressed.

9. The Paragraph Indent Key

Suppose you want to indent a whole paragraph in the document you are typing. No problem.

Paragraph Indent 



First, set a new Tab at the point where you want the paragraph to start and press the Return key. Now hold down the Code key, and press the

Paragraph Indent key. You will see that the carrier moves to the Tab stop you have just set (Decimal Tab stops are ignored.) and that the Paragraph Indent indicator has come on.

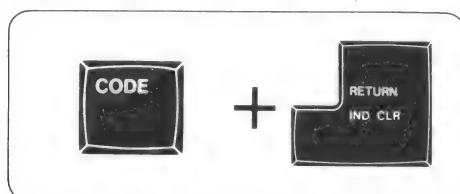
Now type the example shown in the illustration.

You will have noticed that a temporary Left Margin has been set at this Tab stop, and that when you press the Return key at the end of the line, the carrier goes automatically to the Paragraph Indent stop.

- Notes:**
1. If you want to type from the **Left Margin** during **Paragraph Indentation**, simply use the **Backspace** or **Express Backspace** keys to get back to the **Left Margin**.
 2. To get back to the point of **Paragraph Indentation** after typing from the **Left Margin**, simply press the **Return key** and the carrier will automatically position itself ready for you to start typing.
 3. If you have already set **Tabs** along the line, the **temporary Left Margin** will be set at the first **Tab stop** to the right of the current carrier position.

Paragraph Indent Clear

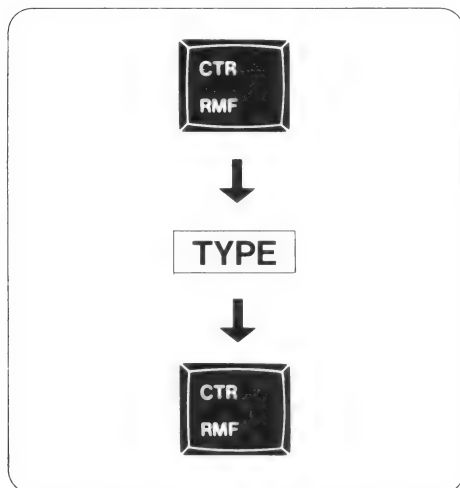
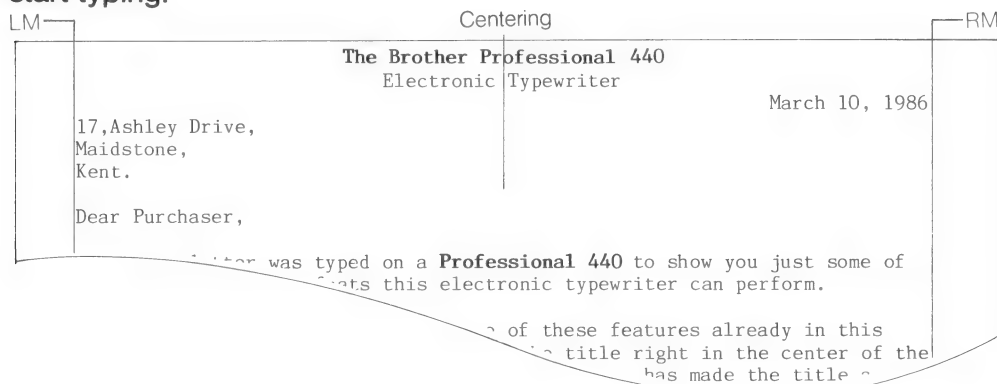
You've now finished typing your indented paragraph and you want to continue typing from the original Left Margin.



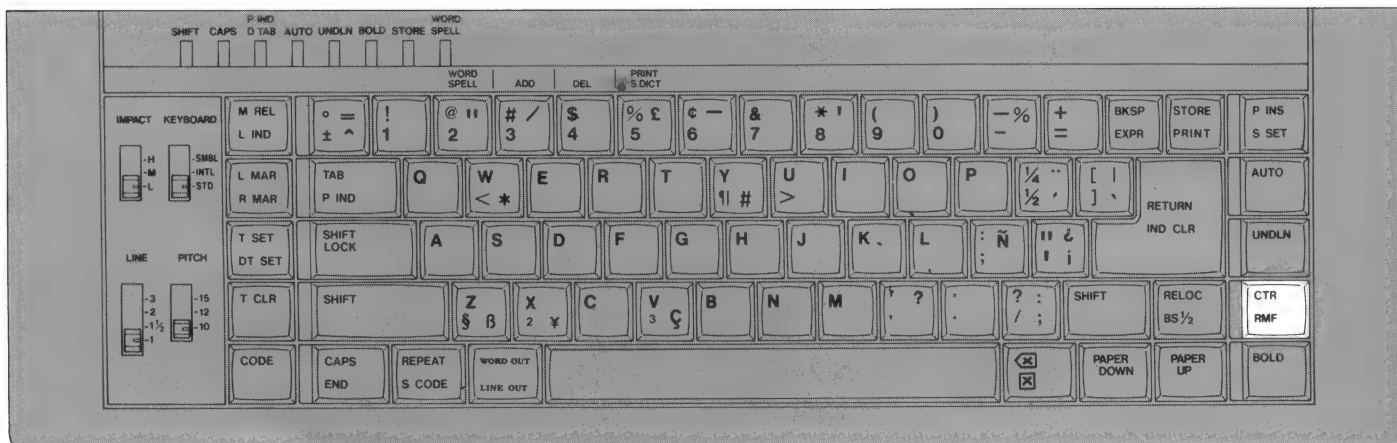
Holding down the Code key, press the Paragraph Indent Clear key and the Paragraph Indent indicator will go out. At the same time, the carrier will automatically move to the original Left Margin, ready for you to start typing again.

10. The Centering Key

A heading? Or perhaps a title? Anyway, you probably want it right in the center, don't you? OK. Then, let's use the Centering function, instead of fiddling around trying to guess the point where you should start typing!

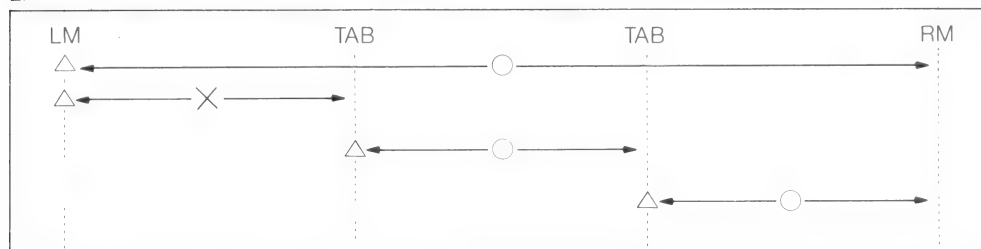


First, move the carrier to the Left Margin by pressing the Return key. Press the Centering key and the carrier will automatically move to the center of the Left and Right Margins. You will notice that each time you press a key the carrier moves back half a space, but nothing is typed. That's because the typewriter can't tell what you are about to type and how long your heading is going to be. Instead it remembers what you have typed, at the same time preparing to center it. When you have finished typing the heading, press the Centering key. You will see that the heading has been typed right in the center of the page. Now isn't that really clever?



Notes: 1. Instead of pressing the **Centering** key every time, you can also press the **Tab** key or the **Return** key. However, pressing the **Return** key will send the carrier to **Left Margin** on the next line.

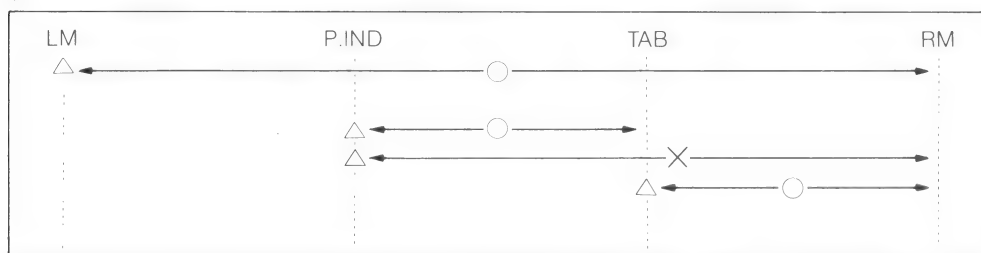
2.



Δ means your current carrier position.

You can also center between two **Tabs**. First move the carrier to the **Tab** you wish to center from. Now press the **Centering** key and the carrier will move to the center of this **Tab** and the next **Tab**. You can keep on doing this right across the page for as many **Tabs** as exist.

3.



Δ means your current carrier position.

You cannot center between the **Left Margin** and the **first Tab stop**. And if there is no **Tab stop** to the right of the carrier, text will be center with the **Right Margin**. During **Paragraph Indentation**, text will not be center between the **temporary Left Margin** and the **Right Margin**, but with the next **Tab stop**.

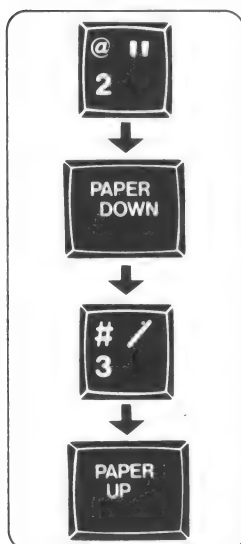
4. To get back to normal typing, simply press the **Centering** key again, or the **Correction** key.

5. If you type a character and then realize that it is wrong, you can correct it very easily. Press the **Correction** key and the carrier will move back to the centering point. Now simply type the new character.

11. Superscript & Subscript

Superscript

"What is Superscript?" you may be wondering. Well, a character or number typed in Superscript is half a line higher than the normal typing line (for example, the "3" in 2³).



Let's practice by typing:

2³

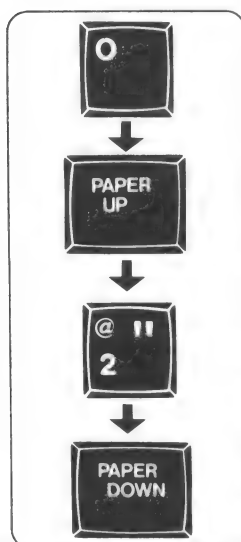
First, type the figure "2". Now press the Paper Down key. Type the figure "3". You got 2³. Yes?

To get out of Superscript, simply press the Paper Up key. The carrier will be automatically returned to the regular typing line. The paper will automatically move 1/12" down (half a line in single line spacing), before you type characters in Superscript, and then 1/12" up after typing them.

Note: 1. Holding down the **Code** and the **Paper Down** keys together will make finer adjustments to the height of your paper (**Micro Line Down**).

Subscript

A character or number typed in Subscript is half a line lower than the normal typing line (for example, the "2" in 0₂).



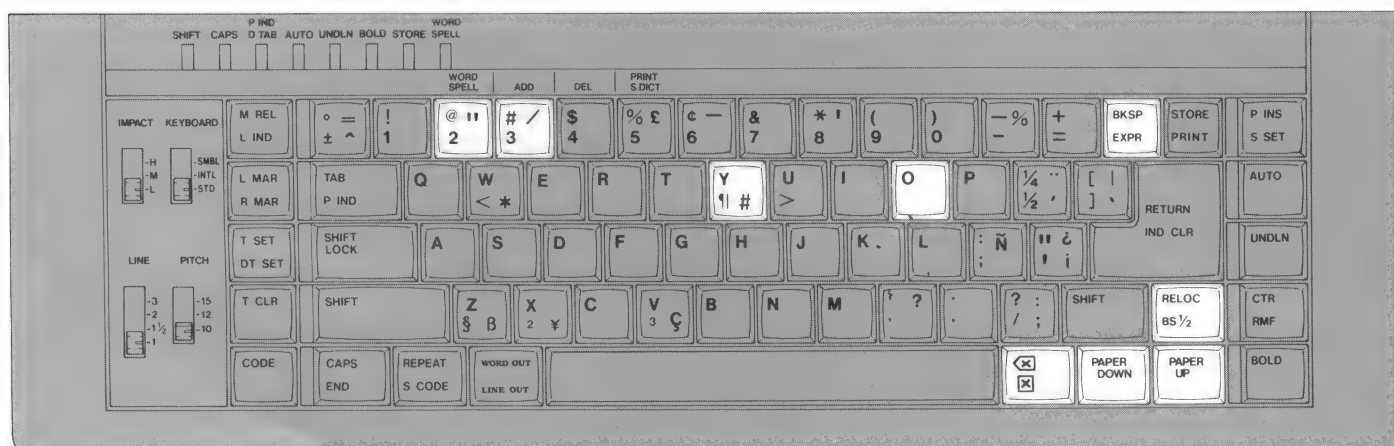
Let's practice by typing:

0₂

First, type the character "0". Now press the Paper Up key. Type the figure "2". You got 0₂. Right?

To get out of Subscript, simply press the Paper Down key.

Note: 1. Holding down the **Code** and the **Paper Up** keys together will make finer adjustments to the height of your paper (**Micro Line Up**).

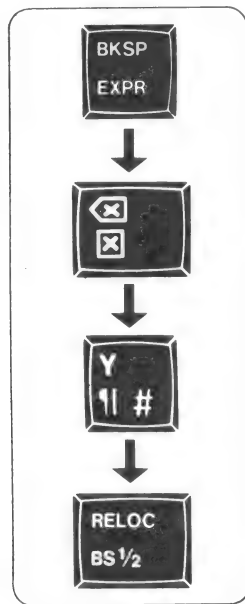


12. Making Corrections

Let's face it. We're all human. And since we are all human, it's only natural that we sometimes make mistakes. The friendly Professional 440, although just a machine, is nevertheless a very understanding electronic typewriter. It knows that to err is human. That's why it has been blessed with a one-line correction memory, a blessing which will really be appreciated by any typist, from the very beginner to the top professional.

Let's take a look at the **AUTOMATIC** Correction method first:

AUTOMATIC



My friendly Brother electronic typewriter △

Since practice is often easier than words, please type out the sentence above, as it is, with the deliberate typing error.

My friendly Brother electronic typewriter △ ←

When you've typed the last character, please do NOT press the Return key. Instead, use the Backspace key to move the carrier to the position of the text to be corrected. In other words, to the character "i" in the word, "typewriter."

My friendly Brother electronic t pewriter △

Now press the Correction key and watch the character "i" being neatly and efficiently deleted from the paper.

My friendly Brother electronic typewriter △△

Now simply type in the correct character, "y".

My friendly Brother electronic typewriter △ → △

Go back to where you were before beginning corrections by pressing the Relocate key.

Notes: 1. The **one-line correction memory** will be cleared if you press the **Return** key or if you switch **OFF** the typewriter.

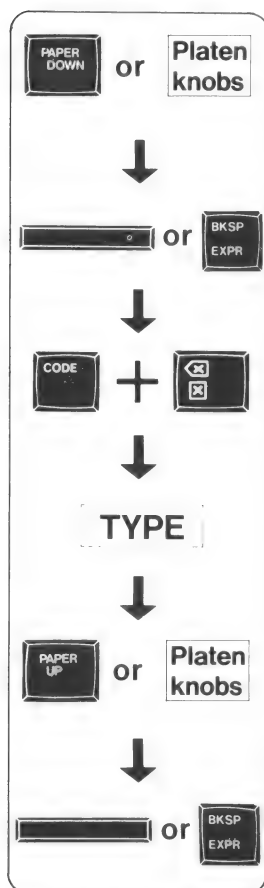
2. Keep the **Correction** key held down and each character to the left will be deleted one by one.

3. You only have to press the **Correction** key once even for a character which is **Underlined**, in **Boldface**, and in **Superscript** or **Subscript**. What's more, it will also work for characters which have been typed over each other. For example, ¥ (**Y** + **Backspace** + **=**).

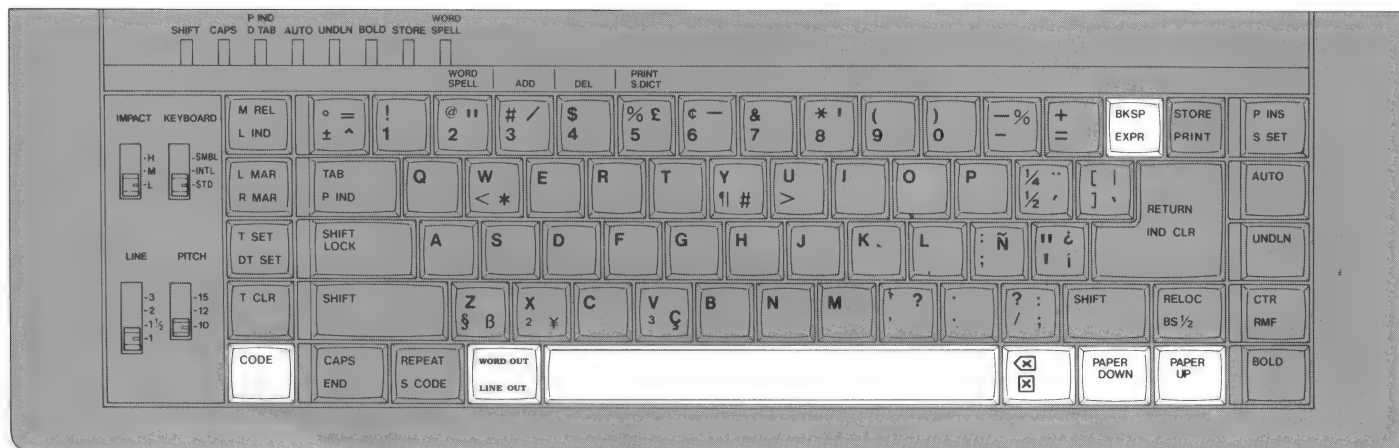
4. Sorry. You can't use **AUTOMATIC Correction** for characters which were typed with a previous **Keyboard** selection. In this case, switch back to the previous **Keyboard** selection and correct it manually (See **MANUAL Correction** in this **Section**).

MANUAL

Let's study and actually do the following example:

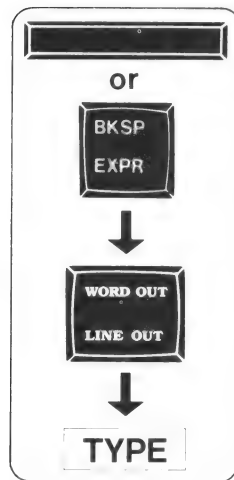


Finally, to get back to the point where you left off typing, just use the Paper Up key (or the platen knobs) to get back to the original line. Then use the Backspace key or the Space bar to move the carrier to the precise position.



13. The Word Out Key

The Word Out key does just what it implies — it takes out a whole word from your text. Let's try first typing the following sentence:



Only Brother electronic typewriters guarantee the perfect document everytime!

Now suppose you want to change the word "everytime" to "the whole year round!"

Only Brother electronic typewriters guarantee the perfect document everytime! △△

If the carrier is positioned under the exclamation mark or in the space after the exclamation mark, you are now ready to use Word Out. If the carrier isn't in either of these two positions, please move it to one of them with the Backspace key or the Space bar.

Only Brother electronic typewriters guarantee the perfect document △ ← △

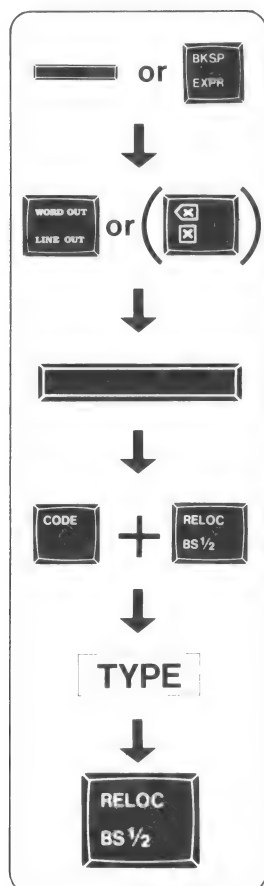
Now press the Word Out key and watch the word "everytime!" being erased character by character. Pure magic! You will also notice that the carrier is conveniently placed for you to start typing the new word. Please go ahead. . . !

Only Brother electronic typewriters guarantee the perfect document the whole year round! △ → △


- Notes:**
1. In order to correct several words or even all the words in the current line; hold down the Code key and press the **Word Out** key. The carrier will move back towards the Left Margin correcting each word as it does. To stop making corrections, simply press the **Correction** key at the desired position and the carrier will stop.
 2. The **Word Out** function works when the carrier is positioned either **under the last character** of a word (or **punctuation mark** following it), or **under the space** immediately after the word.
 3. If you are **Centering**, using the **Right Margin Flush** or a **Decimal Tab**, pressing the **Word Out** key will cancel these functions.

14. The Half Backspace Key & Word Out

FOR DELETING



Here's a tricky problem. In this example, the word "real" has been mistakenly typed as "reall".

This electronic typewriter is reall typing happiness! 



Most typists would probably pull out the paper, insert a new sheet and start all over again. However, the advanced technology of the Professional 440 allows you to delete the character with the help of the Half Backspace key and still retain the text balance. Here's how:

This electronic typewriter is reall typing happiness!  

First of all, please type the sentence above, including the typing mistake. Then use the Space bar or the Backspace key to move the carrier to the position of the character to be corrected. In other words, the second "l".

This electronic typewriter is   typing happiness! 

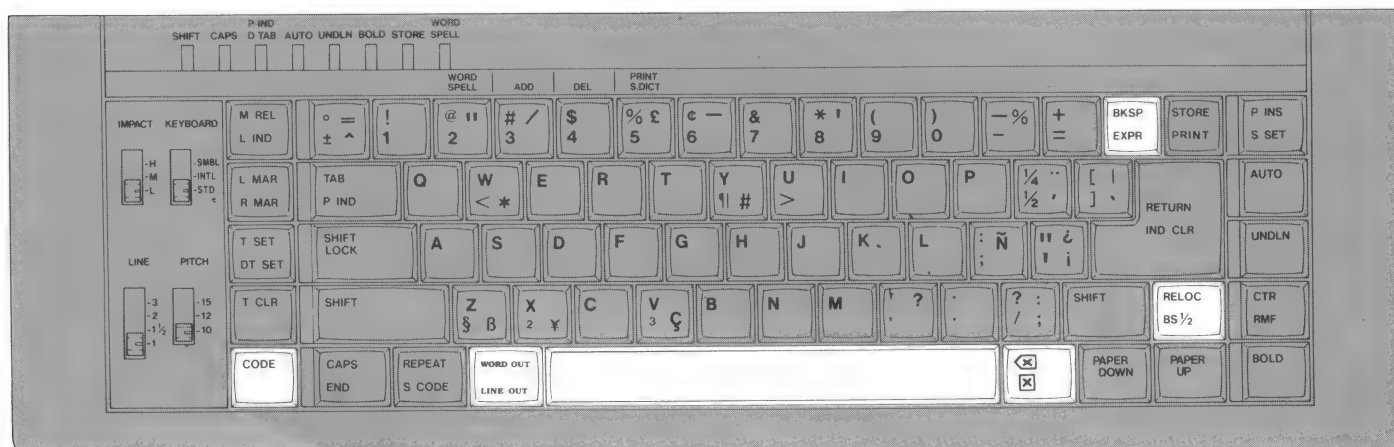
Now delete the whole word by using Word Out (or by MANUAL Correction if you have gone on to the next line).

This electronic typewriter is   typing happiness! 

Press the Space bar once so that the carrier is at the "e" position of the now erased word "reall".

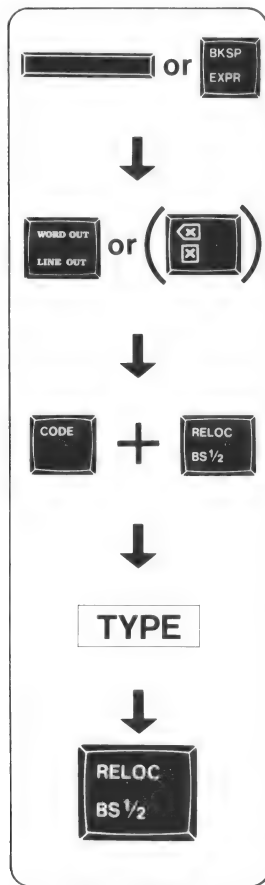
This electronic typewriter is real typing happiness!   

Hold down the Code key, and press the Half Backspace key. After you have typed in the word, press the Relocate key to get back to where you left off.





FOR INSERTING

In this example, the word "typing" has been mistakenly typed as "typng".



This electronic typewriter is real typng happiness! 

Another case for the waste paper basket? Not so with the Professional 440 which allows you to insert a new character with the help of the Half Backspace key and still retain the text balance. Here's how:

This electronic typewriter is real typng happiness!  

First of all, please type the sentence above, including the typing mistake. Then use the Space bar or the Backspace key to move the carrier to the position of the character to be corrected. In other words, the character 'g'.

This electronic typewriter is real   happiness! 

Now delete the whole word by using Word Out (or by MANUAL Correction if you have gone on to the next line). Make sure that the carrier is at the "t" position of the now erased word "typng".

This electronic typewriter is real typing happiness!  

Holding down the Code key, now press the Half Backspace key and type in the word "typing". Use the Relocate key to automatically get back to where you left off.

What You Have Learned In This Chapter. . . .

And that's it for Chapter 3. You should now be familiar with most of the advanced functions of the Professional 440. But before you go on to Chapter 4, please look at the following check-list. If there are some things which you are still unsure about, please go back to the relevant sections in this Chapter.

- 1. How to be so bold as to use Bold typing.*
- 2. How to underline a point with Auto Underlining.*
- 3. How hot the Hot Zone is and what it does for you.*
- 4. How to benefit from automation with the Auto Carrier Return key.*
- 5. How to set and clear Tabs.*
- 6. How to set and clear Decimal Tabs.*
- 7. How to get things dead right with the Right Margin Flush key.*
- 8. How the Line Indent key can make your documents look really smart.*
- 9. How to make your documents look fresh from the printing press with the Paragraph Indent key.*
- 10. How to hit the bull's eye everytime with the Centering key.*
- 11. How you can type a thesis for a Ph.D in chemistry with Superscript and how you can be a submarine technician with Subscript.*
- 12. How to show the boss that you never make typing mistakes with the AUTOMATIC and MANUAL Correction keys.*
- 13. How to put a Word Out, as well as a cat.*
- 14. How to do the impossible with Word Out and the Half Backspace keys.*

Got it? Right, you're now ready to go on to the Chapter of this Instruction Manual!



CHAPTER 4

Your Smart Professional 440 Remembers That You're A Friend For Life!

If you have mastered all the Keyboard functions of your Professional 440 electronic typewriter, you will now be ready to proceed with this Chapter which deals with your typewriter's memory. If, however, there are still some things which you are unsure about, please go back to the previous Chapters.

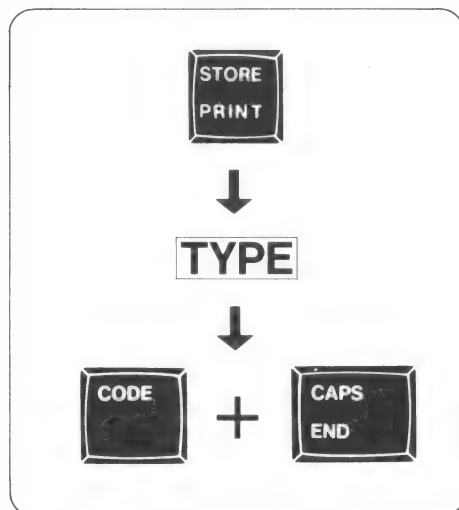
The 5K text memory (about 5000 characters) of the Professional 440 will be really appreciated by any busy typist. The text memory is used for storing texts. One complete document containing up to approximately four letter-sized pages can be stored into this text memory. What's more, the document can be printed out at the simple touch of a key — immediately it has been stored or at anytime you wish. Even next week! All this is proof that your electronic typewriter's not only very friendly, but also extremely smart!

1. **Store** A Text
2. **Print** A Text
3. The **Stop Code** Function
4. **Line Formats**
5. **Clearing** The **Text Memory**
6. **Clearing** The **Whole Memory**
7. **Word Spell**
 - OPERATION
 - SYMBOLS, NUMBERS
 - FULL STOPS
 - HYPHENS
 - APOSTROPHES
 - MAKING CORRECTIONS
 - CREATING YOUR OWN DICTIONARY
 - DELETING A WORD
 - PRINTING OUT YOUR SUB DICTIONARY

What You Have Learned In This Final Chapter. . . .

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1. Store A Text



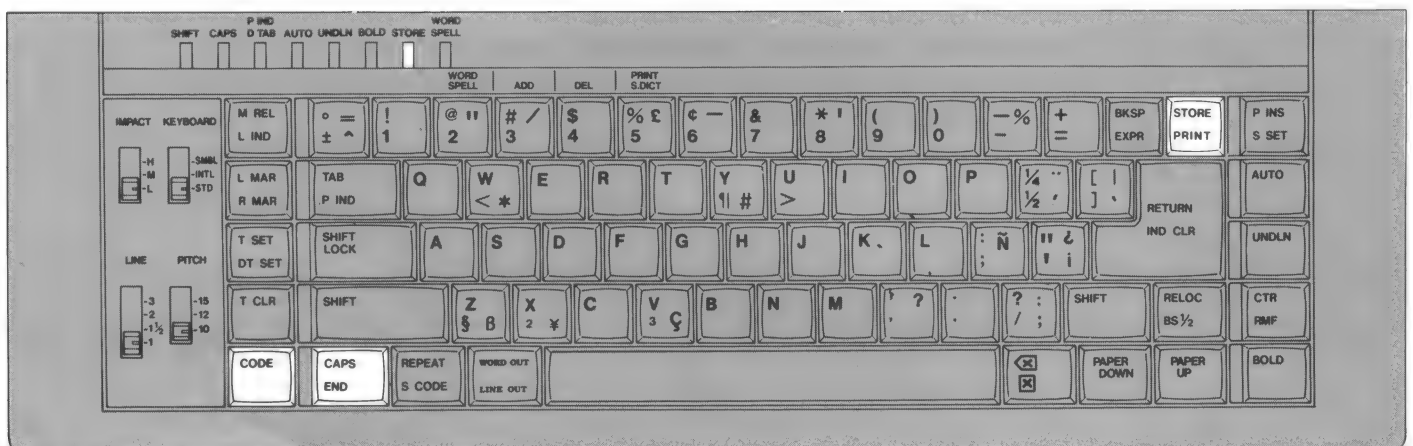
Set new Left and Right Margins, if you wish. At the same time, clear all unnecessary Tabs and Decimal Tabs.

Now select your typing Pitch.

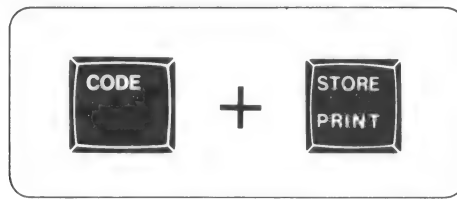
Press the Store key. The Store indicator will light up and the carrier will automatically move to the Left Margin. You're now ready to start typing and store a text into memory.

After you have finished typing, hold down the Code key, press the End key and the whole text you have just typed will now be stored into memory. The Store indicator will go out. You are no longer able to make corrections to your text, once you have stored it.

- Notes:**
1. Functions such as **Centering**, **Right Margin Flush**, **Bold** typing, **Auto Underlining** and so on are all automatically **stored** into memory. Your typing **Pitch** will also be stored.
 2. You can make **corrections** on the current line of text, but once you have pressed the **Return** key and the carrier has moved to the next line, corrections can no longer be made, even manually.
 3. New text is always **stored** in front of old text.
 4. Sorry, you can't **store** a text longer than **5000 characters**. If you try to store more than 5000 characters, a beep will sound when you press the **Return** key, or when pressing the **Space bar/Hyphen** key in the **AUTO** mode.
 5. The one-month **backup memory** protects the memory of your **Professional 440** from losing that valuable text. The one-month **backup memory** comes into operation after you have been using the typewriter for at least one hour.



2. Print A Text



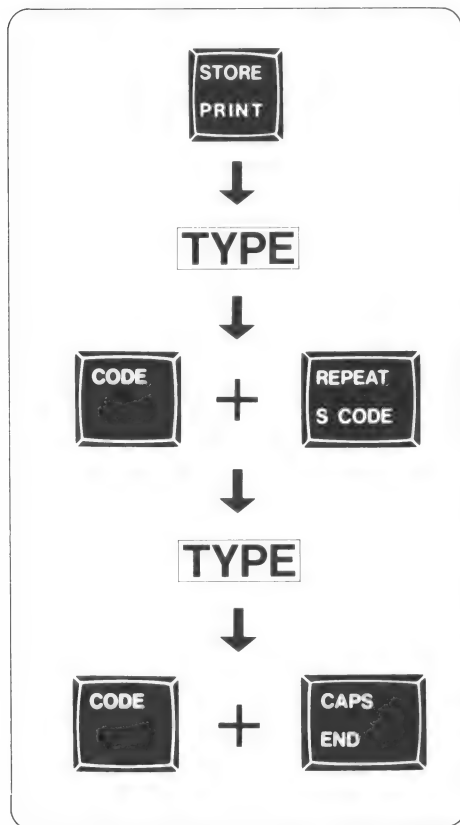
Your text is stored and you now want to print it out. Easy. Just hold down the Code key and press the Print key. The carrier will automatically return to the current Left Margin and start printing your text. Print out will be in the format that was set before you stored your text.

Once the text has been completely printed out, you can now get on with your next typing job.

- Notes:**
1. If you want to **print out** your text in exactly the same format as you **stored** it, please make sure that the typewriter is **not** in the **Auto** mode — in this case, the carrier will ignore the **Right Margin** position.
 2. You can **stop printing** any time by pressing any key, except the **Shift** key, **Shift Lock** key and the **Caps Lock** key. **Printing** will **stop** at the end of the word it was **printing**. The **STORE** indicator will flash on and off. To **stop printing completely**, hold down the **Code** key and press the **End** key.
 3. To **restart printing**, hold down the **Code** key, press the **Print** key and your text will be **printed** to the end (Unless, of course, you decide to **stop printing** again.).
 4. If, on the other hand, you wish to review each word individually and therefore have every word **printed out** one by one, just hold down the **Code** key and press the **Stop Code** key.
 5. If you **stop printing**, you can make **corrections** on the current line by the **AUTOMATIC Correction** method.
 6. If the number of characters you have typed in one line **exceeds** the **Right End**, **printing** will **stop** immediately and a beep will sound.

3. The Stop Code Function

If you are one of those many people who often have to type over and over again documents which are all the same, except in one small part, then you'll really appreciate the Stop Code function of this electronic typewriter.



First, press the Store key. The Store indicator will light up. Now start typing the main text.

When you come to a point where you want to add text, hold down the Code key and press the Stop Code key.

Then continue typing your main text until the end. Now hold down the Code key and press the End key to store it. The Store indicator will go out.

Print out your document by holding down the Code key and pressing the Print key. When the carrier reaches the Stop Code position, the carrier will stop and a beep will sound. You can now type in that additional item of text.

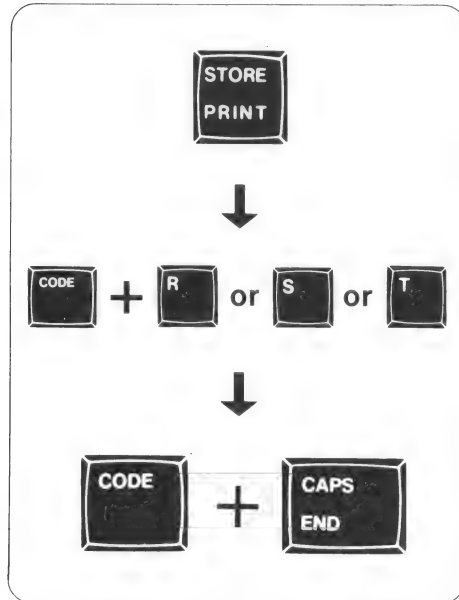
Every time you print out your main text you can stop print out and type in additional items of text wherever you have inserted a Stop Code.

When you have finished typing, simply hold down the Code key, press the Print key and your document will be printed out from the current carrier position to the end, or until the next Stop Code position.

- Notes:**
1. Since the text you type in after the carrier has reached the **Stop Code** position is not **stored** into the memory, you can make **corrections** using the **AUTOMATIC** method, provided that you have **not** pressed the **Return** key.
 2. You can set a maximum of **16 Stop Code** positions on **one line**, and an unlimited number of **Stop Code** positions in the whole text.
 3. The **Stop** function is very convenient for making **page breaks**. In other words, if you set a **Stop** position at the bottom of your page, during **print out** the typewriter will **stop** at this position, thus enabling you to take out the printed sheet of paper and insert a new one.
 4. If at any time you decide you do not want to type in new text when the carrier stops at the **Stop** position, simply hold down the **Code** key, press the **Print** key, and the rest of the text will be **printed out** to the end or the next **Stop** position.
 5. If you insert a word or words after a **Stop Code** position and then start printing text out of memory again, the carrier may print beyond the Right Margin. In this case, when you have finished inserting, please restart printing text out of memory **word by word** by holding down the **Code** key and pressing the **Stop Code** key. Then press the **Return** key when you come near to the Right Margin to make the carrier come back to the Left Margin position on the next line. Now you can hold down the **Code** key and press the **Start** key in order to print out the rest of the stored text.

4. Line Formats

You can also store up to 3 commonly used line formats in memory — formats such as the Left and Right Margin, Tabs and Decimal Tabs. These line formats can then be recalled whenever you wish, thus avoiding the hassle of repetitious line formatting.

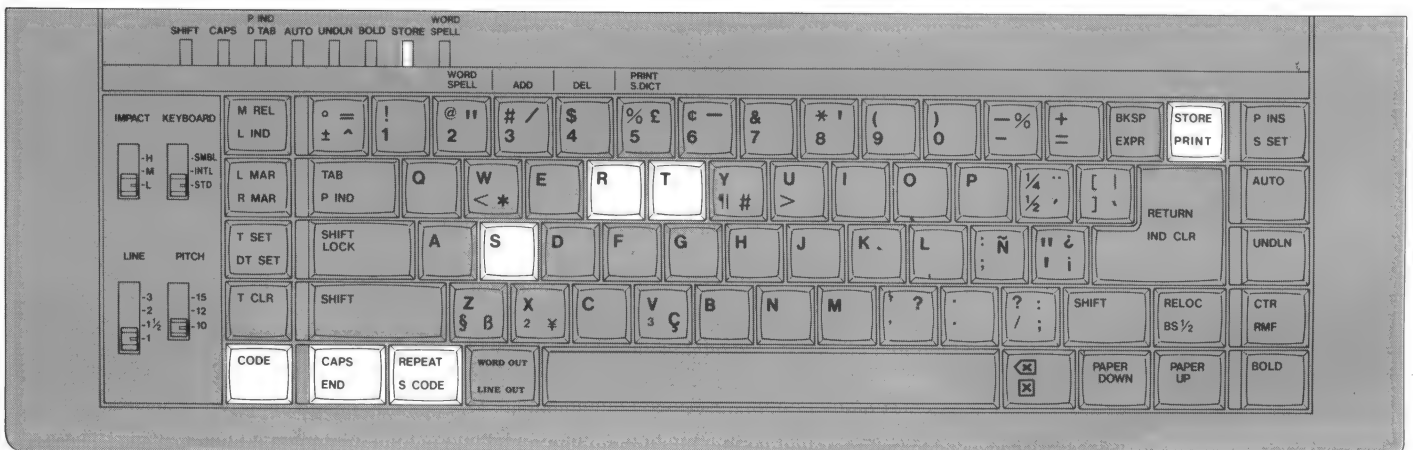


Press the Store key and the Store indicator will light up. Now set your line format (For example, the Left Margin or a Tab stop.).

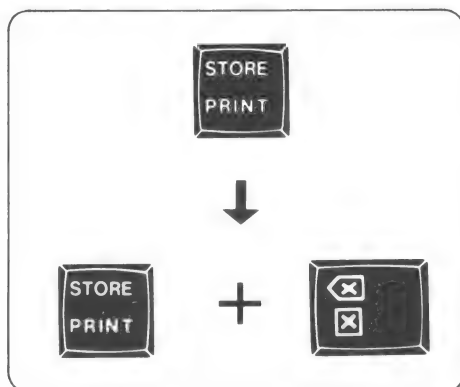
Hold down the Code key and press either R, S, or T. The whole row of function indicators will light up momentarily, then go out. Hold down the Code key again, press the End key and your new line format is now stored. The Store indicator will automatically go out, telling you that you are no longer in the Store mode.

Whenever you want to use the stored line format, simply hold down the Code key, press the memory designator (R, S or T), and the carrier will move to the Left Margin position. Anything you type from now on will be automatically formatted in the way you stored the format.

- Notes:**
1. **Line formats**, such as the **Left** and **Right Margins**, **Tabs** and **Decimal Tabs** are all automatically **stored** in memory.
 2. A maximum of **24 Tabs** and **Decimal Tabs** can be **stored** into memory.
 3. Any previous **line format** will be cleared as soon as you **store** a new **line format**.

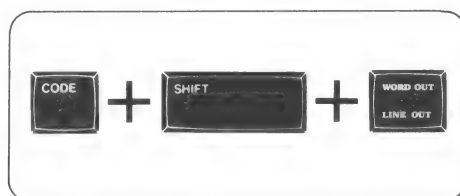


5. Clearing The Text Memory



To clear the text memory, first press the Store key. The Store indicator will light up. Hold down the Store key again, and press the Correction key. The text memory is cleared and you are now ready to store a new text.

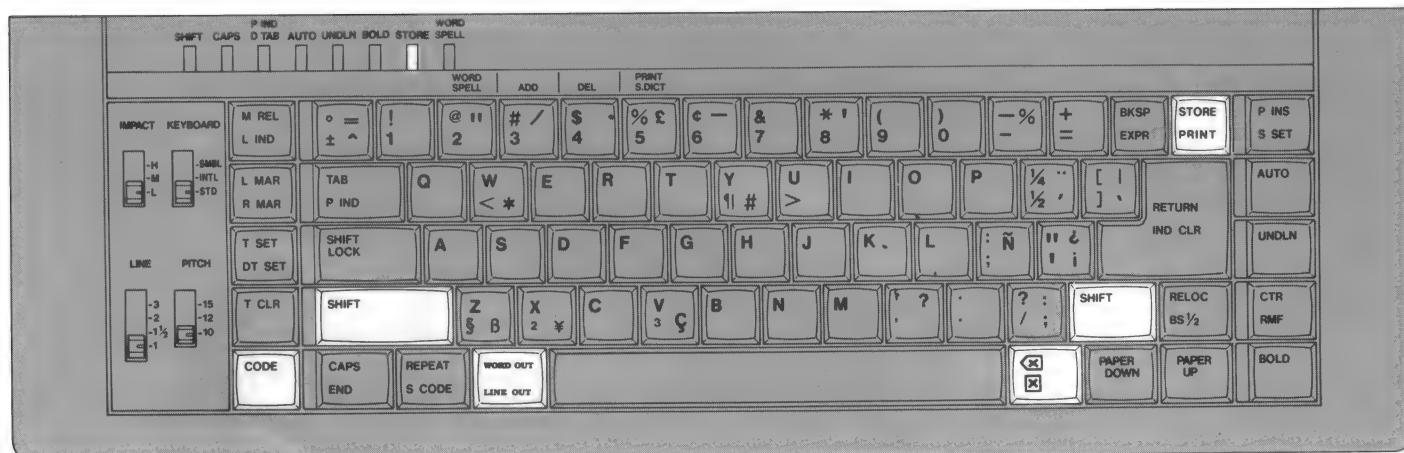
6. Clearing The Whole Memory



To clear the whole memory, including the text and format memory, simply hold down the Code key, press the Shift key, and Then the Word Out key. The whole memory is now cleared.

In the meantime, the daisy wheel will rotate and stop, while the carrier will move automatically to the left end, then to the pre-set Left Margin (10 spaces to the right in Pica Pitch).

You're now ready to use the memory again.

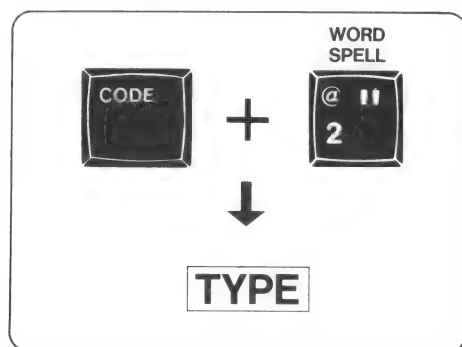


7. Word Spell

Even professional typists mistype words every now and then, and even the world's best speller can never be infallible. That's why this electronic typewriter has in its memory a spelling checker that has a dictionary of some 60,000 words and which allows you to create your own sub dictionary up to about 190 words. This just goes to show that the Professional 440 is the professional typewriter for the professional typist who uses it!

Let's see how it all works.

OPERATION





First, hold down the Code key and press the Word Spell key. The Word Spell indicator will light up, telling you that Word Spell is in operation. To get out of Word Spell, simply hold down the Code key and press the Word Spell key again. The indicator will go out.

With Word Spell in operation, start typing. When you press the Space bar at the end of a word, the word is immediately checked against Word Spell's main dictionary and the sub dictionary you may have created. If it is a new word not stored in either dictionary, a beep will sound.

- Notes:**
1. The words in **Word Spell's** dictionary are spelled according to **American English**.
 2. **Word Spell** has been specifically designed for use with the **STD Keyboard Selection**. If you have set your typewriter to **INTL** or **SMBL**, **Word Spell** may not work properly.
 3. **Word Spell** distinguishes between characters typed in **lowercase** or **uppercase** (Please look at the **Chart** on **page 49**).
 4. In addition to pressing the **Space bar**, pressing any of the following keys will also tell **Word Spell** to check the word you have just typed:
Permanent Space
Tab
Line Indent
Paragraph Indent
Return/Auto Carrier Return (except if the word on the now previous line contains a **hyphen**)
Paper Up and **Paper Down**
Micro Line Up and **Down**
Paper Insert
Right Margin Flush
Store
Print
End
Slash
More than **two full stops**
 5. **Word Spell** will not recognize it as the end of a word if any of the following keys are pressed:
Backspace, **Express Backspace**, **Correction**, **single hyphen**, **Carrier Return** or **Auto Carrier Return** immediately after a **hyphen**.
 6. A single word can be up to **32 characters** in length. If you try typing in a word longer than that, a beep will sound.
 7. The one-month **backup memory** will always remember the **Word Spell Mode** you have set, even if the typewriter has been switched **OFF**. The **backup memory** comes into operation after you have been using the typewriter at least one hour.

SYMBOLS, NUMBERS

Word Spell ignores symbols. For example, "\$spell" will be checked as "spell". Any words combined with numbers, "Pro440" for instance, are checked as one word, while numbers combined with symbols, such as "\$440", are completely ignored. If you use a key in combination with the Code key (such as  or ) , Word Spell will consider it as a symbol. Therefore, characters such as in the following example will not be checked: "x²" or "v³". Symbols in between characters or numbers, however, will be checked (as in "A\$B" or "x²y"). All dead keys (such as " ` ^ ") are ignored.

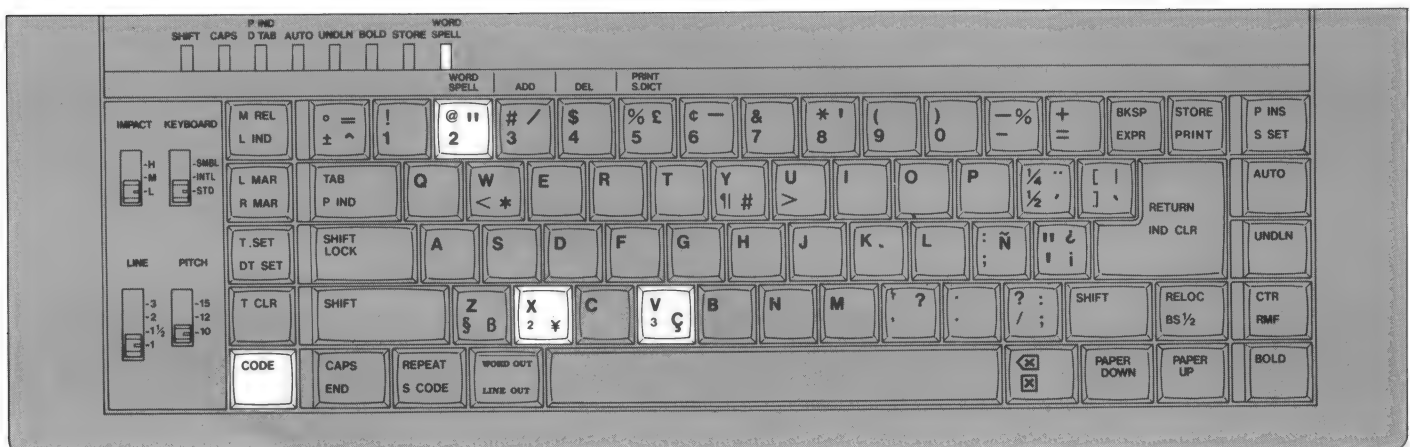
FULL STOPS

Word Spell usually considers a full stop (.) as a symbol. For example, "AB.CD" will be considered as one word. If two full stops follow in succession, the last full stop acts as a word break. For instance, "ABCD.." will be checked as "ABCD." A symbol also acts as a word break if it follows a full stop. In this case, the word including the full stop will be checked. For more details, please look at the chart below:

Word Stored In Sub Dictionary	How Word Will be Checked							
	abcd	Abcd	ABCD	aBcD	abcd.	Abcd.	ABCD.	aBcD.
abcd	○	○	○	×	○	○	○	×
Abcd	×	○	○	×	×	○	○	×
ABCD	×	×	○	×	×	×	○	×
aBcD	×	×	×	○	×	×	×	○
abcd.	×	×	×	×	○	○	○	×
Abcd.	×	×	×	×	×	○	○	×
ABCD.	×	×	×	×	×	×	○	×
aBcD.	×	×	×	×	×	×	×	○

× Found as incorrect by **Word Spell** (A beep will sound).
○ Found as correct by **Word Spell**.

Although words containing characters in both uppercase and lowercase do not exist in the **main dictionary**, such words can be stored in the **sub dictionary**.



HYPHENS

If you are in the middle of a sentence and you type in a hyphenated word, say "Word-Spell", the word will be checked as follows:

1. After typing in the "S" of "Spell", "Word" will be checked.
2. After pressing the Space Bar after "i", "Spell" will be checked.

If, on the other hand, you hyphenate a word and press the Return Key (or use an Auto Carrier Return), as in the case of "be-" [Carrier Return] "autiful", the hyphen will be ignored and Word Spell will check "beautiful" as one complete word. Even if the spelling is correct, the position of the hyphen will still be checked. However, if you have misspelled either in the portion before the hyphen ("be") or after ("autiful"), a beep will sound to tell you so.

APOSTROPHES

The apostrophe is treated as a symbol and is, therefore, usually ignored. For example, " 'phone" will be checked as "phone".

As for words which end in " 's", as in "Brother's", the " 's" is ignored and the previous word only will be checked ("Brother"). The exceptions are when the " 's" follows another "s" (as in "Brothers's") or when the " 'S" is in uppercase. In these cases, the whole word ("Brothers's" or "Brother'S") will be checked, resulting in a beep sounding.

Notes:

1. Words such as "isn't" and "won't" will be checked by **Word Spell**.
2. **Word Spell** will consider "have's" as correct, since the word before " 's" is correct.

MAKING CORRECTIONS

Since this typewriter has a one-line correction memory, you can recheck all the words contained in the last line you've typed. Simply use the Backspace key to get to the point in the text from where you wish to use Word Spell. For example:

This electronic typewriter has in its memory a spelling checker.

Press the Relocate key or the Tab key in any of the positions above and all the words from this position to the point where you left off typing (or to the next Tab stop) will be checked. Please note that if there is more than one mistake in the line, the beep will only sound once.

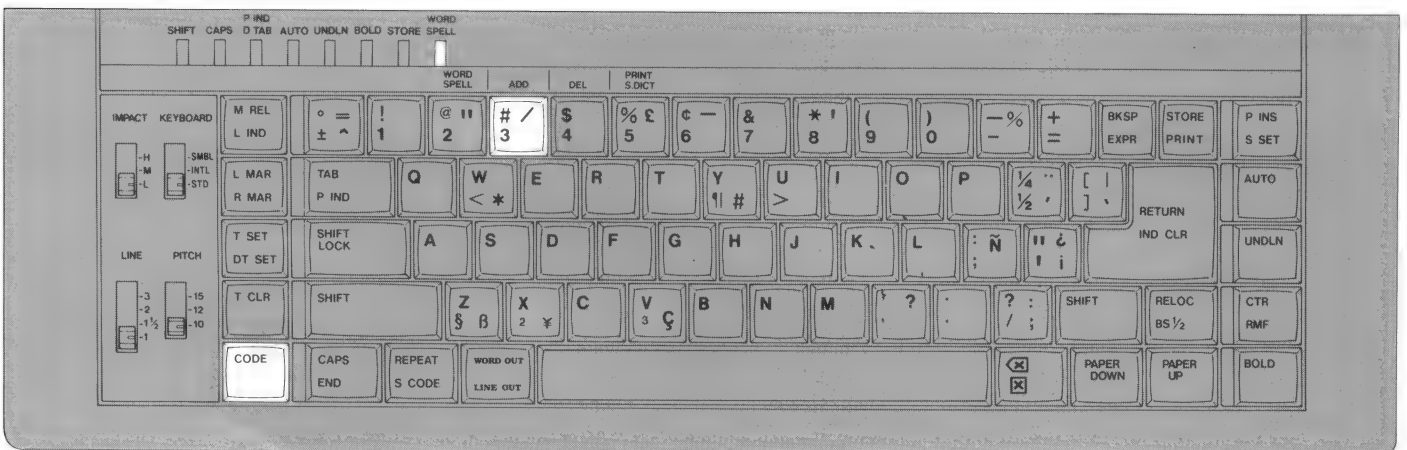
If the carrier has moved back to the Left Margin after you have pressed the Backspace or the Express Backspace keys, use the Space bar to move the carrier to the end of the line. Each time the carrier passes a word break, Word Spell will check that word. Now you can make corrections by using the Correction key or the Word Out key.

If you press the Return key in any of the positions above, the word, “typewriter”, will be checked. If a beep sounds telling you that the word is a mistake, you can correct it by using the Correction key with the MANUAL method.

During print out, if the Word Spell function is ON, the text will be checked, whether you have made a spelling mistake or not (Please look at the Section entitled, "PRINT A TEXT", Notes 2. and 5. Page 44.).

Notes:

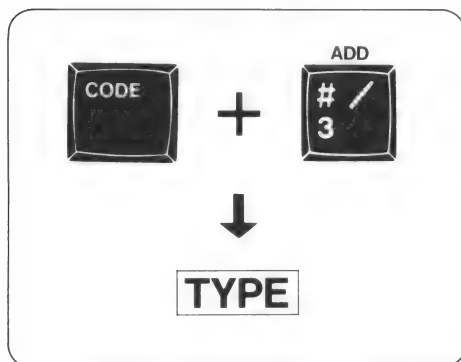
1. If you have used the **Half Backspace** key to move the carrier over a certain word, that word may not be checked properly with any future checks with **Word Spell**.
2. Any words which have been corrected with the **Correction** key will be considered as completely new words by **Word Spell** and will be checked accordingly in any future checks.



CREATING YOUR OWN DICTIONARY

Word Spell's main dictionary contains approximately 60,000 of the most commonly used words in the English language. Now in the course of using Word Spell, you may type a word which really does exist, but which Word Spell cannot find in its main dictionary. If this happens, you can create your own dictionary so that if you type that word again, Word Spell will be able to find it and leave it as correct.

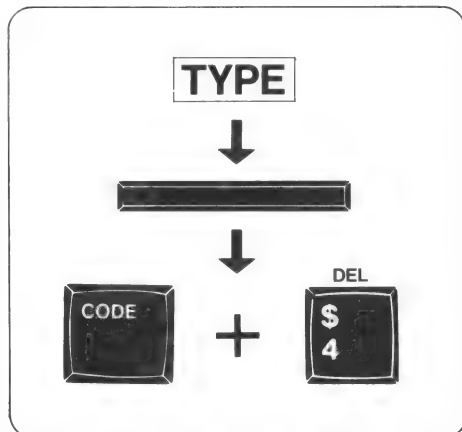
Here's how:



If Word Spell beeps telling you that a certain word does not exist and you know that it does exist, just hold down the Code key and press the ADD key. The typewriter will beep and the word will then be added to a sub dictionary. Typing this word anytime in the future will not cause Word Spell to beep again. If you don't press the Space bar, the word will not be checked and therefore cannot be stored in your sub dictionary. In this case, the previous word will be checked. So please be sure to press the Space bar.

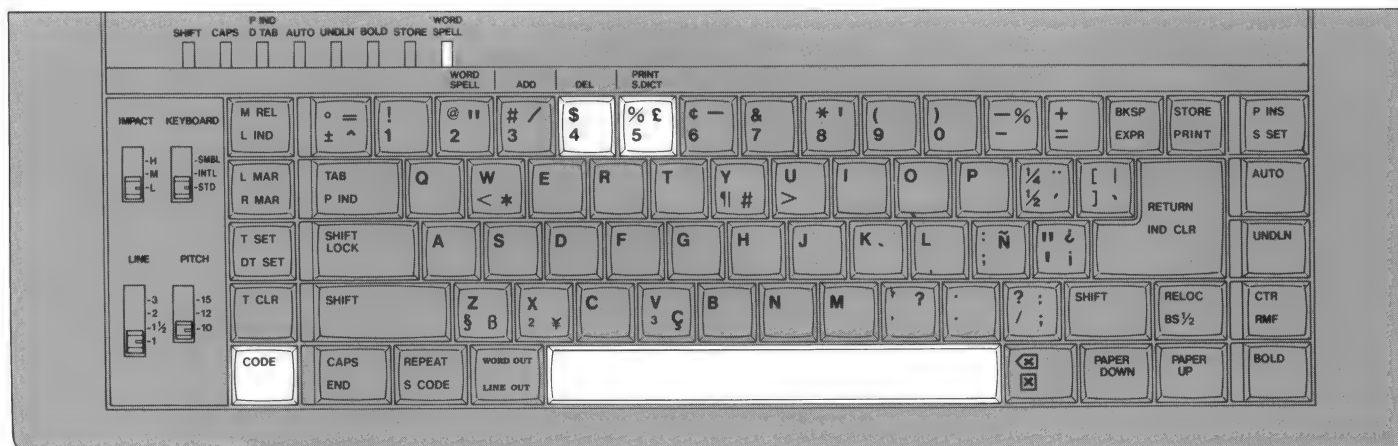
- Notes:**
1. About **190 words** can be stored in the **sub dictionary**. A single word can be up from 2 to 32 characters in length.
 2. If you try to add more than **190 words**, each new word will be added, but it will also cause the oldest word in the **sub dictionary** to be deleted.
 3. **Hyphenated words** cannot be added as they are. You must add the two elements separately as if they were two words. An alternative method is to type the two elements together and add them as if they were one word.
 4. If you try to add a word which contains an " 's", the word will be added without the " 's". Other words with an apostrophe, however, must be added in their complete form (such as "don't, "wasn't").
 5. The word you add to the **sub dictionary** will be added in the same way as you typed it, whether in lowercase or in uppercase, or in a combination of both. If you type the same word in a different combination of lowercase and uppercase, it may be considered as incorrect, and a beep may sound. Please refer to the **Chart** on **page 49**.
 6. You can add words which are combined with numbers, such as "Pro 440", but you cannot add symbols combined with numbers, like "\$440".
 7. If you recheck the line using the **Tab** or **Relocate** keys, although a beep may sound, you will not be certain which word is wrong. In this case, you will be unable to store the word by holding down the **Code** key and pressing the **ADD** key.
 8. You cannot add or delete words from the **main dictionary**.
 9. Even if you switch **OFF** your typewriter, **Word Spell's backup memory** will remember everything in your **sub dictionary** for up to **one month**.

DELETING A WORD

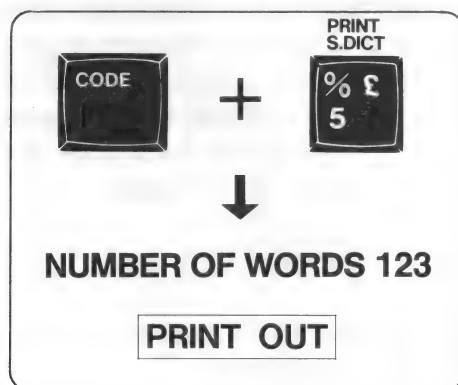


You can also delete a word or words from the sub dictionary you have created. Simply type in the word and press the Space bar once. Then hold down the Code key and press the DELETE key. A beep will sound and the word will have been erased from your dictionary. If you do not press the Space bar after you have typed in the word to be deleted, the word will not be deleted. In this case, the previous word may be deleted. So please be sure to press the Space bar.

- Notes:**
1. If you wish to **delete** a word from the **sub dictionary**, please note the following: First, you must type in the word in exactly the same way as you **stored** it. For example, if you originally stored the word "abcd", typing in the word "ABCD" will not work. Secondly, if you wish to **delete** a word such as "abcd", typing in "abcd's" will also **delete** it. However, if the word originally stored is followed by " 'S" in uppercase, the word will not be **deleted**. For this case, you must type in the word in full ("abcd'S").
 2. If **Word Spell** is **ON**, and you want to **clear** only the **sub dictionary**, simply hold down the **Code** key, and press the **Shift** and **DELETE** keys together. A beep will sound and your **sub dictionary** will have been cleared.
 3. You can also use the **Down Memory** function to clear the **sub dictionary** (Hold down the **Code** key, and press the **Shift** and **Word Out** keys together.). This will, however, also clear all other memories.



PRINTING OUT YOUR SUB DICTIONARY



If at any time you wish to see the contents of your sub dictionary, you can by simply holding down the Code key and pressing the PRINT SUB DICTIONARY key.

The carrier will move to the Left Margin position, and the first line printed out will tell you how many words are in the sub dictionary.

The carrier will again move to the Left Margin position, followed by the complete printout of the sub dictionary in alphabetical order.

- Notes:**
1. The words in the **sub dictionary** will be printed out from left to right with one space between each word.
 2. If a word cannot fit the **Right Margin**, the carrier will automatically go to the **Left Margin** position on the next line and continue printing with that word from that position.
 3. To **stop printout** temporarily, simply hold down the **Code** key and press the **PRINT SUB DICTIONARY** key again. The **Word Spell** indicator will flash on and off. If you wish to insert a new sheet of paper, pressing the **Paper Insert**, **Paper Up**, **Paper Down** or the **Return** keys will only be possible during a temporary **printout stop**.
 4. To **stop printout** completely, hold down the **Code** key and press the **DELETE** key. The carrier will then move to **Left Margin** position on the next line ready for you to start a new typewriter operation.
 5. When typing or when printout has temporarily stopped, holding down the **Code** key and pressing the **Word Spell** key will terminate the **printout** function altogether, and the **Word Spell** check will no longer be possible. The **Word Spell** indicator will go out and the carrier will move back to the **Left Margin** position.
 6. After **printout** has been completed, a beep will sound and the carrier will move to the **Left Margin** on the next line. **Word Spell** is still in operation.
 7. A beep will sound if there are no words in the **sub dictionary**.

What You Have Learned In This Final Chapter

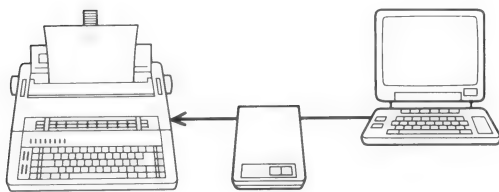
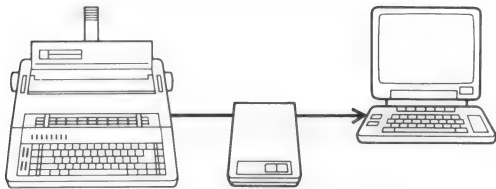
You should now have mastered all the useful memory functions of the Professional 440. Quite easy, wasn't it? Now you can put your new Brother Professional 440 electronic typewriter through its paces — paces which will never be faster than your's, but which will always be that much faster than the competition's. But just to make sure that the pace has been just right for you, please take a quick look at the following list of items we have covered in this Chapter.

1. How to store a text.
2. How to print a text.
3. What the Stop Code function is and how it works for you.
4. How to store and use your own line formats.
5. How to clear the text memory.
6. How to clear the whole memory.
7. How to become the world's best speller.



OPTIONAL ACCESSORIES

IF-60 Interface



Your Professional 440 becomes a letter-quality computer printer with the IF-60 Interface and is available for almost any computer with either an RS-232C or a Centronics Parallel port. The typewriter is controlled directly by the computer during ON LINE operation. What's more, you can also input into the computer directly from your Professional 440's Keyboard, provided that your typewriter has an RS-232C interface.

WHAT SHOULD I DO IF . . . ?

Your Brother Professional 440 electronic typewriter has been precision-manufactured to give you years of trouble-free use. But in the rare case that trouble does happen, you will probably be able to find the solution in the Table below. If you cannot, please do not attempt to repair the typewriter yourself. Instead, please contact your nearest dealer.

What should I do if. . . ?

You should. . .

Nothing works after the typewriter has been switched On.

1. Check that the typewriter is plugged in.
2. Check that the top cover is firmly closed.

When I type, the characters do not print, or are faint.

1. Check that the cassette daisy wheel is inserted correctly.
2. Check to see if the cassette ribbon has not run out. If it has, then please replace it with a new one.
3. Check that the cassette ribbon is positioned properly.
4. Check that the Keyboard selector is positioned correctly.

When I try to make a correction on paper, I can't.

1. Check to see if the correction tape has run out. If it has, then please replace it with a new one.
2. Check that the correction tape is installed properly.
3. Check that the correction tape you have selected corresponds to the cassette ribbon you are using.

I've moved the carrier by hand to the left or right extremity by mistake (I shouldn't have done this!), and after closing the top cover, the paper bail won't return to its original position.

1. Hold down the Paper up key until the paper bail returns to its original position.

LOOK AFTER YOUR Professional 440 AND IT'LL LOOK AFTER YOU!

Brother has designed the Professional 440 so that it will always be the best working friend of any typist. And understanding the likes and dislikes of your electronic typewriter will always keep it that way.

MAINTENANCE & CLEANING

Dislikes

Water, alcohol, thinners and other organic solvents.

A rough old cloth.

Being cleaned inside.

Likes

A dry cloth.

A soft cloth.

Don't touch or you might get a big shock!

INSIDE THE TYPEWRITER

Dislikes

Hair (Even if you washed it the night before!).

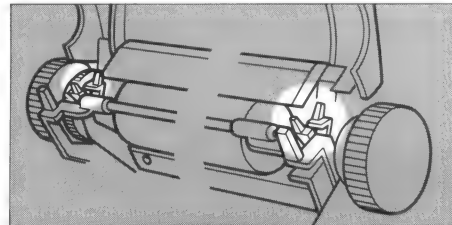
Pins and paper clips (which may cause malfunctions).

Should the platen become dirty, you can remove it from the typewriter in order to clean it. Simply pinch the tabs to the left and right of the platen and lift it out. Put it back in the same way.

Likes

Emptiness.

More emptiness.



OUTSIDE THE TYPEWRITER

Dislikes

Direct sunlight, heat, humidity and intense vibration.

A sloping surface.

Likes

A cool environment.
A dry environment.
A peaceful environment.

A flat surface.

WHEN NOT TYPING

Dislikes

Being "lidless"

Likes

Put the lid on it!

WHEN TYPING

Dislikes

Cassette daisy wheels, cassette ribbons and correction tapes from other manufacturers.

Likes

Buy Brother. Let's face it, only the best is good enough for your Professional 440!

SPECIFICATIONS

Typing Method:	Cassette daisy wheel (96 characters)
Typing Speed:	15 characters per second
Typing Pitch:	10 (110 characters per line, maximum) 12 (132 characters per line, maximum) 15 (165 characters per line, maximum)
Paper Capacity:	13.5" (342.9mm)
Typing Capacity:	11.0" (279.4mm)
Copying Capacity:	Original + 4 copies
Line Spacing:	1, 1.5, 2, 3
Cassette Ribbons:	Correctable film Multi-strike film One-time film Nylon
Correction Tapes:	Lift-off Cover-up
Memory:	5K (about 5000 characters)
Correction Memory:	1 line
Keyboard Buffer Memory:	48 characters
Back-up Memory:	1 month
Keyboard:	46 keys (improved 2-key rollover)
Power Consumption:	0.49A
Dimensions:	18.0" (W) × 15.5" (D) × 5.3" (H) 456mm (W) × 393mm (D) × 133mm (H)
Weight:	17.0 lbs (7.7kg)

**Specifications are subject to change without notice.*

THE CASSETTE DAISY WHEEL: TRULY A PRETTY FACE

PRESTIGE 1012 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °abcdefghijklmnopqrstuvwxyz¼½¾§³	ELITE 12 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °abcdefghijklmnopqrstuvwxyz¼½¾§³
PRESTIGE ITALIC 1012 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °abcdefghijklmnopqrstuvwxyz¼½¾§³	BROUGHAM 12 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °abcdefghijklmnopqrstuvwxyz¼½¾§³
SCRIPT 1012 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °abcdefghijklmnopqrstuvwxyz¼½¾§³	LETTER GOTHIC 12 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °abcdefghijklmnopqrstuvwxyz¼½¾§³
QUADRO 1012 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °abcdefghijklmnopqrstuvwxyz¼½¾§³	QUADRO 15 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °abcdefghijklmnopqrstuvwxyz¼½¾§³
PICA 10 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °abcdefghijklmnopqrstuvwxyz¼½¾§³	BROUGHAM 15 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °abcdefghijklmnopqrstuvwxyz¼½¾§³
BROUGHAM 10 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °abcdefghijklmnopqrstuvwxyz¼½¾§³	INTERNATIONAL PRESTIGE 1012 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °abcdefghijklmnopqrstuvwxyz¼½¾§³
SUPER GRANDE 10 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °ABCDEFGHIJKLMNopQRSTUVWXYZ¼½¾§³	SYMBOL 10 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °ABCDEFGHIJKLMNopQRSTUVWXYZ¼½¾§³
GRANDE 10 ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °ABCDEFGHIJKLMNopQRSTUVWXYZ¼½¾§³	OCR-B ¢!"#\$%&'()*+,-./0123456789:;<=>? @ABCDEFGHIJKLMNopQRSTUVWXYZ[+]²_~ °abcdefghijklmnopqrstuvwxyz¼½¾§³

Notes: 1. "1012" indicates that the same daisy wheel can be used for both Pica and Elite. "10" indicates Pica pitch only, and "12" indicates Elite pitch only.

2. Some typefaces are not available in some areas. Please check with your Brother dealer.

SELECT YOUR KEYBOARD

You can set three different Keyboard positions depending on the type of document you wish to type. There are also many different cassette daisy wheel typefaces (available optionally) to match the Keyboard you have selected.

International Keyboard

The characters you can type with the International Keyboard are those in the top right-hand corner of the keys shown below. Please make sure to use the optionally available International Cassette Daisy Wheel, otherwise you may find that different characters have been typed.

Examples:									Green
KB Selector	I	II	I	II	I	II	I	II	
Shift	@	"	[:	Ñ	Y	Y	
Non Shift	2	2]	`	;	ñ	y	y	
With Code Key							¶	#	

The illustration shows American English keys.

The characters in green do not change when you use the Shift key. If you wish to type any of these characters, simply hold down the Code key and type the desired character, according to the Keyboard you have selected.

Symbol Key Arrangement

If you use the Symbol Cassette Daisy Wheel with the Symbol Keyboard, your typewriter Keyboard will become as illustrated below:

	\pm	\times	\div	\cdot	$-$	\neq	\approx	\equiv	\int	$\sqrt{}$		
	1	2	3	4	5	6	7	8	9	0		
Γ	Δ	\leftarrow	\ominus	\rightarrow	Υ	Ξ	\uparrow	\downarrow	ℓ	π	$\{$	$\}$
γ	δ	ϵ	θ	τ	υ	ξ	ι	o	p	π	$\}$	
∇	Σ	Φ	\angle	\wedge	η	\vee	\S	Ω				
α	σ	ϕ	λ	η	\dagger	κ	ω					
ζ	χ	ψ	α	β	ν	ρ	ι	$-$	$=$			

shows Dead keys.

Dead keys

Dead keys are used with other keys to create special symbols. For example, Σ , which is a combination of ∇ and \angle . To type such a symbol, first press the \angle key. Note that it will not be typed immediately. Hold down the **Shift** key and press the ∇ key. Now press the Space bar and you will see the symbol, Σ , being typed out.

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MEMO

ACCESSORY ORDER FORM

Dear Customer:

Please use this order form when ordering accessories for your typewriter.

Please enclose check or money order. All prices include shipping and handling charges.

Interchangeable cassette ribbon

Item No.		Price @	Quantity	Total
7020	Correctable Film Ribbon	@\$5.45		
7021	Multi Strike Film Ribbon	@\$7.95		
7022	One-Time Film Ribbon	@\$6.45		
7023	Correctable Film Ribbon (Green)	@\$5.45		
7024	Correctable Film Ribbon (Brown)	@\$5.45		
7025	Correctable Film Ribbon (Blue)	@\$5.45		
7027	Correctable Film Ribbon (Red)	@\$5.45		
8020	Nylon Ribbon	@\$5.45		
3010	Lift-Off Correction Tape per 2 pieces	@\$9.90		
4010	Cover up Correction Tape per 2 pieces	@\$9.90		

Cassette daisy wheels

Item No.		Type Pitch	Price @	Quantity	Total
M401	Pica 10 (Standard Pica)	10	@\$24.95		
M402	Prestige 1012	10, 12	@\$24.95		
M403	Elite 12 (Standard Elite)	12	@\$24.95		
M405	Script 1012	10,12	@\$24.95		
M408	Grande 10	10	@\$24.95		
M409	Quadro 1012	10, 12	@\$24.95		
M410	Quadro 15	15	@\$24.95		
M411	Brougham 10	10	@\$24.95		
M412	Brougham 12	12	@\$24.95		
M413	Brougham 15	15	@\$24.95		
M414	Prestige Italic 1012	10, 12	@\$24.95		
M415	OCR-B 10	10	@\$24.95		
M416	OCR-A 10	10	@\$24.95		
M417	Letter Gothic 12	12	@\$24.95		
M419	Super Grande 10	10	@\$24.95		
M421	Legal Prestige 1012	10, 12	@\$24.95		
M422	Super Grande II	10	@\$24.95		
M452	Prestige 1012	#2	@\$24.95		
M457	Symbol 10	#1	@\$24.95		
M460	Quadro 15	#2	@\$24.95		
M461	Brougham 10	#2	@\$24.95		

#1: Special Application

#2: International

See attached sample pages.

SHIPPING LABEL

Brother International Corporation Typewriter

Division

P.O. Box 159

Piscataway, New Jersey 08854

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

Sub Total _____

New Jersey and California

residents add applicable sales tax _____

Total _____

Above pricing subject to change without notice.

For any further information on these accessory items, call
toll free 800-526-3537.

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